



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

NOTICE OF REGULAR MEETING

SNOHOMISH CITY COUNCIL

in the
George Gilbertson Boardroom
1601 Avenue D

TUESDAY
November 15, 2016
7:00 p.m.

AGENDA

*Estimated
time*

- | | | |
|------|----|---|
| 7:00 | 1. | CALL TO ORDER |
| | a. | Pledge of Allegiance |
| | b. | Roll Call |
| | 2. | APPROVE AGENDA contents and order |
| | 3. | APPROVE MINUTES of the meeting of November 1, 2016 (<i>P.1</i>) |
| 7:05 | 4. | CITIZEN COMMENTS - <i>Three minutes allowed for citizen comments on subjects not on the agenda. Three minutes will be allowed for citizen comments during each Public Hearing, Action or Discussion Agenda Item immediately following council questions and before council deliberation. Citizen comments are not allowed under New Business or Consent items.</i> |
| 7:15 | 5. | PRESENTATION - Support Request Regarding Employment of Military Service Members (<i>P.21</i>) |
| | 6. | PUBLIC HEARINGS |
| 7:20 | a. | Proposed 2016 Comprehensive Plan Amendment (<i>P.23</i>) |
| | 1) | Staff presentation |
| | 2) | Council's questions of staff |
| | 3) | Citizens' comments |
| | 4) | Close citizens' comments |
| | 5) | Council deliberation and action – ADOPT Ordinance 2317 |

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- 7:30 b. 2017 Property Tax Levy (*P.33*)
- 1) Staff presentation
 - 2) Council's questions of staff
 - 3) Citizens' comments
 - 4) Close citizens' comments
 - 5) Council deliberation and action – **ADOPT** Ordinance 2320
- 7:40 c. 2017 Budget (*P.41*)
- 1) Staff presentation
 - 2) Council's questions of staff
 - 3) Citizens' comments
 - 4) Close citizens' comments
 - 5) Council deliberation and action - **CONTINUE** Hearing to
December 5, 2016 City Council Meeting to **ADOPT** Ordinance 2318
- 7:50 7. **ACTION ITEM** - Letter of Support for Southern UGA Code Amendment (*P.47*)
8. **DISCUSSION ITEMS**
- 8:00 a. Open Government Initiatives Update (*P.61*)
- 8:15 b. City Quarterly Magazine Update (*P.91*)
- 8:30 9. **CONSENT ITEMS**
- a. **AUTHORIZE** payment of claim warrants #59705 through #59784 in the
amount of \$892,508.61 issued since the last regular meeting (*P.95*)
 - b. **AUTHORIZE** City Manager to Sign Interlocal Agreement for Snohomish
Regional Drug and Gang Task Force (*P.103*)
 - c. **AUTHORIZE** City Manager to Sign 2017 Inmate Housing Agreement
Addendum Renewal (*P.123*)
- 8:40 10. **OTHER BUSINESS/INFORMATION ITEMS**
- 8:50 11. **COUNCILMEMBER COMMENTS/LIAISON REPORTS**
- 9:00 12. **MANAGER'S COMMENTS**
- 9:10 13. **MAYOR'S COMMENTS**
- 9:20 14. **ADJOURN**

NEXT MEETING: Monday, December 5, 2016, special meeting at 7 p.m., in the George Gilbertson Boardroom, Snohomish School District Resource Center, 1601 Avenue D.

The City Council Chambers are ADA accessible. Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115.

This organization is an Equal Opportunity Provider.

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Snohomish City Council Meeting Minutes

November 1, 2016

1. **CALL TO ORDER:** Mayor Guzak called the Snohomish City Council meeting to order at 7:00 p.m., Tuesday, November 1, 2016, in the Snohomish School District Resource Service Center, George Gilbertson Boardroom, 1601 Avenue D, Snohomish, Washington.

COUNCILMEMBERS PRESENT

Derrick Burke
Karen Guzak, Mayor
Tom Hamilton
Dean Randall
Michael Rohrscheib
Lynn Schilaty
Zach Wilde

STAFF PRESENT

Pat Adams, City Clerk
Larry Bauman, City Manager
David Crandall, Police Sergeant
Emily Guildner, City Attorney
Denise Johns, Project Manager
Yoshihiro Monzaki, City Engineer
Glen Pickus, Planning Director
Steve Schuller, Deputy City Manager/PW Director
Andy Sics, Project Engineer

2. **APPROVE AGENDA** contents and order.

MOTION by Rohrscheib, second by Wilde, to approve the agenda as presented. The motion passed unanimously (7-0).

3. **APPROVE MINUTES** of the October 18, 2016 workshop and regular meetings.

MOTION by Randall, second by Rohrscheib to approve the minutes of the workshop and regular meeting. The motion passed unanimously (7-0).

4. **CITIZEN COMMENTS** on items not on the Agenda

Mayor Guzak welcomed the citizens to the meeting and discussed the procedures for providing citizen comments.

Morgan Davis, 206 Avenue I, addressed the Mayor and stated at the last Council meeting, he asked her to identify a city or town in Snohomish County with a population under 10,000 that pays its City Manager, City Administrator or Mayor more than \$200,000 in annual salary and benefits. The Mayor replied she would answer at a later date. It's in the minutes, but he hasn't received a reply. So, he emailed Councilman Hamilton Sunday with a similar request. Councilmember Hamilton replied this morning with a curt message, "The Council won't answer. You'll have to do your own research." The obvious conclusion is that there is no other small town or city like Snohomish that pays its City Manager, Administrator or Mayor more than \$200,000 - So much for transparency and honesty in government. Mr. Davis then provided the Mayor with one more chance to answer with the source for her statement in her September 2 letter to the Herald that Larry Bauman is paid below the median. He requested she answer the question now.

Mayor Guzak responded the information is available. The City Manager's salary was set many months ago and it's in the minutes.

Mr. Davis replied he is not talking about setting salaries. He is talking about naming one

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town in Snohomish County that pays more than \$200,000, which she referenced in the letter she wrote on September 2 as a citizen. She signed it Karen Guzak. He asked what town she was referring to.

Mayor Guzak stated there are several cities.

Mr. Davis responded the Mayor has refused to answer - so much for transparency and open government.

Mr. Davis stated at the last Council meeting the Council approved a no-bid contract with Allied Waste with a separate quarterly billing for garbage, recycling and yard waste. The City utility bill will still be bi-monthly for water, wastewater and stormwater charges only. He asked Councilman Hamilton if the City would help Allied collect delinquent garbage bills by shutting off the water service. Councilman Hamilton researched it and said the City will not get involved with collection for garbage delinquencies. So, a likely scenario for the Council to consider before they approve the no-bid contract later this year – Let's say a homeowner gets laid off by his employer. His house goes into foreclosure for a year. He doesn't have money for the garbage bill, but he is able to pay his water bill. Allied suspends his garbage service and garbage piles up. There are not only people that are in foreclosure, there are a lot of people that don't have the money for their utility bills now. If they pay the water, they can have an optional garbage service.

Middy Ruthruff, 804 Pine Street and Judy Godfrey, 830 Pine Street, stated they have a petition signed by everybody on their block about the speed and the lack of anybody doing anything about it. Their street has become a race track and it's not safe to even cross the street between 2:00 and 6:00 p.m. Once the school on 13th gets out, it seems like all those kids have cars and they don't know what the speed limit is. They had this problem in the past and Councilmember Liz Loomis came to their house for a meeting and they were able to get the City to mark the street. Ms. Ruthruff stated what's really wrong is that they have no crosswalk. The only crosswalk is on Maple and Pine and that is a long way for some people to walk. They would hope for a crosswalk at the bottom of the hill because a lot of people cross there and it's dangerous. The whole street is dangerous. Now they are getting a lot of delivery trucks that come up their street. It's not like a residential area anymore. It's like a freeway and they would like the City, Council and Police to take notice of it.

Mayor Guzak thanked Ms. Ruthruff and Ms. Godfrey for their comments. She asked that Public Works Director Schuller provide them with his business card, so that they can get in touch with him and discuss solutions about Pine Avenue. She asked that Ms. Ruthruff leave her petition with the City Clerk for the record.

Citizen comments – closed

5. **PRESENTATION:** Proclaiming the Month of November 2016 as National Hospice Palliative Care Month

Mayor Guzak read the Proclamation proclaiming November 2016 as National Hospice Palliative Care Month. Ms. Kacey Shoemaker, Program Coordinator for Hospice of the Northwest accepted the proclamation on behalf of the Hospice and noted that they have been serving four counties for over 25 years, which includes Snohomish, Skagit, San Juan and Island County. To date this year, they have served 131 patients. They have approximately 65 staff members over 75 volunteers that go out in community and provide care. As program coordinator, she raises funds for all services. She thanked anybody who has donated their

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time or money. Every gift matters. She invited the community to attend an Open House at their Mount Vernon location on November 17 from 4:30 p.m. to 6:30 p.m. to celebrate National Hospice and Palliative Care Month, to meet their staff, tour the building, and learn why they were recently named one of the Top 100 Places to Work by Modern Healthcare. Ms. Shoemaker again thanked the Council for their proclamation, and stated it is an honor to be a part of this great community.

6. PUBLIC HEARINGS:

a. 2017 Property Tax Levy (First Reading)

Mr. Bauman explained the purpose of this public hearing is for the City Council to take public testimony in the first of two hearings, the second of which is scheduled for November 15, 2016, regarding the City's 2017 Property Tax Levy. The Property Tax Levy for 2017 is presented in Ordinance 2320. The City must certify the amounts to be levied to the Clerk of Snohomish County on or before November 30, 2016. Staff is proposing that City Council implement a new levy rate to include a 1% increase from 2016. If approved, the 2017 property tax levy rate for the City will be \$.89482051 per \$1,000 assessed valuation. The total assessed valuation as estimated by Snohomish County for the City of Snohomish is \$1,329,699,062. Therefore the total proposed 2017 levy amount is \$1,189,842.

The tax revenue accounts for 13% of the total revenue for the General Fund. The City of Snohomish's 2016 property tax levy was the lowest of all the cities in Snohomish County and is also projected to remain the lowest rate in 2017. The City's share of the 2016 tax levy was only 7.06% of the total levy paid by residents. The other taxing districts are Snohomish County at 6.77%, Fire District #4 at 13.03%, Valley General Hospital at 2.33%, Sno-Isle Library at 3.86%, and Snohomish School District at 66.95%.

The overall Assessed Valuation (AV) of all properties in the City is one variable in the determination of the Property Tax Levy. The other variables are the levy amount and equivalent levy rate, both subject to statutory limitations. The City has received the preliminary 2016 real & personal property values, new construction values, and estimated amount for assessments and refunds from the Snohomish County Assessor. Real property valuation for 2017 is \$1,329,699,062. This reflects a 9.5% increase in overall AV. The portion of overall AV related to new construction and improvements totals \$21,649,900.

The next variable in determining property tax is the City levy amount which is set by each taxing jurisdiction according to State Law. Each year, a City's authorized levy amount is based on and compared to the highest amount that can lawfully be levied since 1985. The legislative enactment of provisions adopted by voters through I-747 restricts the City's levy amount to an increase of no more than 1%. The annual regular levy limit is 101% of the City's previous year levy amount plus additional amounts for new construction, state assessments, and refunds.

For 2017, the City Council has authority to levy the 2016 amount of \$1,178,067.51, plus a 1% increase of \$11,780.68, plus an increase for new construction provisions (RCW 84.55.010) which is \$21,649,900, plus the amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property which for 2017 is unknown at this time.

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Given the levy limitation factors and continuing revenue challenges in funding ongoing City services, staff recommends that the City Council implement a new levy rate to include the 1% increase and has included this increase in proposed Ordinance 2320.

Citizen comments:

Morgan Davis, 206 Avenue I, directed the Council to Mr. Bauman's chart shown on page 31 of the City Council's agenda packet. Mr. Davis stated Mr. Bauman's chart shows a ranking of cities by the levy rate in 2016 and brags about Snohomish being the lowest, and Everett and Stanwood the highest. Mr. Davis stated this is another example of dishonesty in City government. Mr. Bauman stated in his report, that the City of Snohomish's 2016 property tax levy was the lowest of all the cities in Snohomish County and is also projected to remain the lowest rate in 2017. What he failed to mention was that Everett, for example, their library and fire services are included in their levy rate. They don't have a separate taxing district like Snohomish. So, when that is factored in to get an apples to apples comparison, Snohomish has a City tax rate of 0.97, \$1.79 for the Fire District and 0.53 for the Library for a total of \$3.29. That is more than Everett. This is an example of dishonesty in City government. Mr. Davis stated the City does not need to raise property taxes even 1%. There's plenty of money in the reserves. This levy is budget based. Just like in the recession, taxes don't go down. It's the budget. The City is taking last year's revenue and increasing it 1%. So, if a homeowner gets a \$9.00 reduction, some commercial property owner is probably going to get a \$100.00 increase to make up for it. The Council needs to remember it is budget based. Mr. Bauman's examples are really misleading and deceptive. Mr. Davis has never seen a more deceptive City government than we've had these last few years. He doesn't understand why the Council can't be straightforward and answer questions from the citizens. Mr. Davis invited comments on his figures. He wanted to know why Everett's levy rate includes their Fire Department. Snohomish had that when it had the strong mayor. The Fire and Library were included in the budget. Now, the City is bragging it's the lowest in the county. He thinks it needs to be corrected and asked if Mr. Bauman could comment on that.

Manager Bauman responded the reason the City does not include fire or library services in its tax rate is because the City has annexed to those districts. Those were decisions made by the voters. In both cases, those annexations came at the request of the Fire District and the Library District. It is also true for many other cities on the list that some of them are also annexed to library and fire districts. Mr. Bauman cannot provide a full discussion on how all the cities handle fire and library services. However, if the Council would like staff to do that and bring it back at a later date, he would be happy to do so.

Citizen comments – closed

Councilmember Schilaty proposed providing direction to staff to go forward with the 1% 2017 property tax levy for the next hearing.

Mayor Guzak stated Council appears to be in support of the 1% property tax levy for 2017 and will continue the public hearing to November 15, 2016.

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b. Tenth Street Right-of-Way Vacation

Mr. Monzaki, City Engineer explained The Snohomish Covenant Group, LLC (SCG) and Snohomish Exchange, LLC, owners of 1001 Avenue D have requested vacation of a portion of the northern half of the Tenth Street right-of-way that is east of Avenue D. The purpose of the vacation is to resolve an existing encroachment of a commercial building and other site improvements within the existing City right-of-way. During the September 20, 2016 Council meeting, the street vacation area appraisal report was presented and Resolution 1352 was passed setting a public hearing for November 1, 2016 on the proposed vacation. Staff recommends the payment of monetary compensation by the requestor in the amount of \$41,195 which is the full appraised value of the vacation area as determined by the petitioner's appraiser, Commercial Realty Consulting, Inc.

Citizen Comments: None

Citizen Comments: Closed

MOTION by Rohrscheib, second by Schilaty that the City Council **CONDUCT** a Public Hearing for the street vacation request of that portion of Tenth Street and **ADOPT** Ordinance 2316. The motion passed unanimously (7-0)

c. Low Impact Development Code Update

Mr. Sics, Project Engineer stated the purpose of this public hearing is for the City Council to consider proposed amendments to the Snohomish Municipal Code (SMC) and the City's Engineering Design and Construction Standards (EDCS). The amendments primarily provide for the use of Low Impact Development (LID) stormwater techniques in new development. Adoption of the 2012 Department of Ecology Stormwater Management Manual for Western Washington (2012 SWMM) is also proposed. Last summer, an overview was provided to the City Council describing the requirements of the Department of Ecology National Pollutant Discharge Elimination System (NPDES) Phase II Permit and the associated code amendments that would be proposed by staff before the end of 2016. The Planning Commission has been discussing the proposed amendments since August 2016. On October 5, 2016, the Planning Commission held a public hearing and unanimously recommended approval of the proposed amendments. No comments from the public were provided during the public hearing.

Draft Ordinance 2315 contains amendments to Titles 14 and 15 SMC as well as to the EDCS. The legislative changes are minor in nature in order to remove barriers to LID techniques; some minor housekeeping revisions are also included for internal consistency within the SMC. Adoption of the code amendments and the 2012 SWMM must be completed by December 31, 2016, as required by the NPDES Phase II Permit.

Councilmember Randall asked about the driveway dimensions for Business Park driveways which will decrease from 12 feet in width to 8 feet in width. He wanted to know about fire access.

Mr. Sics responded the revised width provides opportunity for less impervious surfaces for private driveway access which normally wouldn't require fire access for residential driveways.

Citizen Comments:

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Gordon Cole, 1910 Bickford Avenue, stated he is not here to propose the Council not pass this ordinance. He is on the Planning Commission and voted to recommend its approval. His mission is to point out the regulatory overreach by both the Federal and State governments, and the agencies that are tasked by the legislators with carrying out some of these programs. The Federal Register is currently 80,000 pages. The rule now is if there is something in the Federal Register that states you can't do something, all you have to do is look long enough, and you'll find something that says you have to. What's in these documents are confusing. He's spoken with a couple of consultants that conduct the planning work these regulations require and there are a lot of challenges with the document itself. The Council really can't do anything here except adopt it. The EPA said to the DOE, you must get an NPDES permit for every jurisdiction. They charged the DOE with getting that, and the DOE simply stated you can't have it unless you adopt their manual, even though in the manual it says, "The Stormwater Management Manual for Western Washington is not a regulation, does not have any independent regulatory authority and does not establish new environmental regulatory requirements." It also says, "Following this manual is not the only way to properly manage stormwater runoff." Mr. Cole said he just wanted to point out and make it abundantly clear that we suffer in every industry from regulatory overreach by both Federal and State agencies. He is not suggesting that all regulations are bad. However, it has gotten out of control. He just wants to make sure that everybody recognizes that. The idea of Low Impact Development is a good one. It works well. However, it doesn't work everywhere and that's part of the problem with the manual which indicates it works everywhere and cities have to prove differently. So, it will increase costs, not only to private development, but also City projects.

Citizen Comments: Closed.

Councilmember Schilaty thanked Mr. Cole for his comments. She noted that the Council members who have been sitting on the Council for a while realize there is overreach by agencies on to the municipalities and these are all unfunded mandates. She stated the amount of time staff has to commit to implementing these regulations is onerous. The end goal is a noble one, but there should be a way to have this be less complicated and more common sense based. She referenced the Shoreline Management Plan that needs to be addressed soon, as another one of those plans that has layers upon layers that makes it onerous and burdensome. It is also very difficult to understand what needs to be done. It's understandable why people get frustrated with government.

MOTION by Schilaty, second by Hamilton that the City Council **CONDUCT** a Public Hearing and **ADOPT** Ordinance 2315, amending sections of Title 14 and 15 of the Snohomish Municipal Code and the City of Snohomish Engineering Design and Construction Standards to comply with NPDES Phase II permit, and **APPROVE** the associated Findings of Fact and Conclusions as presented. The motion passed unanimously (7-0)

Mayor Guzak thanked staff, the Planning Commission and Mr. Cole for their work on implementing these regulations.

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7. ACTION ITEMS:

- a. **AUTHORIZE** Temporary Use Permit with Washington Department of Fish and Wildlife for Boat Launch Maintenance

Denise Johns, Project Manager stated the purpose of this discussion item is for the City Council to review maintenance funding options and opportunities for the new boat launch and advise staff of next steps. Staff seeks Council authorization of a Temporary Use Permit, which would commit the State of Washington Department of Fish and Wildlife (WDFW) to provide limited maintenance of the new boat launch.

WDFW was awarded \$500,000 from the *Jobs Now* program for the design, permitting and construction of the new boat launch. It is located at 20 Lincoln Avenue, a 20-acre property purchased by the City with a \$500,000 grant from the Snohomish County Conservation Futures program. Construction began September 2015, was completed June 2016, and is now a City-owned and maintained recreation facility surrounded by unimproved future parkland.

The boat launch facility includes a parking lot with eight trailer spaces, two ADA-accessible spaces, 11 standard spaces, and overflow parking designated in the turf area. Annual maintenance costs are currently estimated at \$25,430.00; to be refined with experience and actual use. The City has not identified additional funding for labor and other costs to maintain this new parkland and facility.

A paid parking program was analyzed by staff as a strategy to generate revenue and a means to offset maintenance costs. Since June 2016, staff has observed parking use, providing a basis for revenue and operating cost estimates. Although staff will continue to monitor parking patterns, at this time, estimated costs for operating and managing paid parking will likely exceed expected revenue. As a result of the paid parking analysis, no funds from a paid parking program would be available for maintenance.

WDFW initiated discussions with the City, proposing WDFW provide limited maintenance of the boat launch in exchange for free parking for sportsmen holding a WDFW Discover Pass. Funds collected from WDFW Discover Pass purchases support WDFW efforts to maintain water access facilities such as the City's new boat launch. A majority of users at the City's new boat launch likely hold WDFW Discover Passes, thereby contributing to the boat launch maintenance. WDFW is proposing maintenance services to the City's facility through a Temporary Use Permit (TUP). Representatives of the Snohomish Sportsmen's Club have expressed support of free parking for Discover Pass holders. If this option is approved, staff proposes that free parking be provided for all users. This would eliminate the need for staff to verify that the user has a Discover Pass.

The TUP would be renewed annually, if acceptable to the City and WDFW. WDFW's maintenance assistance would consist of after-flood silt and debris removal, Hydraulic Project Approval (HPA) administration, and special water-entry equipment needed to maintain access to the new boat launch. This work is expected to save the City approximately \$5,340 per flood event in labor and equipment costs.

After deducting for WDFW boat launch maintenance, City staff estimate an approximate \$20,000.00 shortfall would exist for annual labor and equipment. Staff will be working with human resources to develop strategies for future staffing. In the interim,

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maintenance will be minimally performed as follows: provide daily safety checks and maintenance as needed; use volunteer and community service workers to maintain site. If approved by Council, City will enter into a Temporary Use Permit with WDFW for boat launch maintenance and staff will continue to monitor parking use.

Citizen Comments: None

Citizen Comments: Closed

Councilmember Schilaty stated the agreement appears to be a “win-win” situation for the City. It is her understanding the Department of Fish and Wildlife approached the City with this request, which is a good thing, especially since the City is aware this area will flood and clean up will be required. She supports the agreement.

MOTION by Schilaty, second by Burke that the City Council **AUTHORIZE** the execution of the Temporary Use Permit between WDFW and the City of Snohomish for the Boat Launch facility maintenance.

Councilmember Burke commented that the Game Commission is currently evaluating making some sizable increases to fishing and hunting tag prices for next year. He doesn't know what their revenue is for the Discovery Pass. However, their fees are going to increase next year based on what he's been told. Parking has not been an issue yet, but there are going to be times when there will be a lot of people that want to park there at once. There's nothing to be done about it except to anticipate a time where there are people there that paid a lot of money for their Discovery Passes and they want to park and they can't. That may be a future discussion topic.

Councilmember Schilaty supports not providing or enforcing paid parking. She thinks enforcement would be difficult and a dual system would be even more difficult. She questioned if there were paid parking, who would get it, the Discovery Pass holders or the people paying for the parking. The best thing to do at this point would be to not charge for parking.

Councilmember Burke clarified that he wasn't suggesting a dual parking program. He just wanted Council to be aware they may hear about parking problems from pass holders.

Councilmember Rohrscheib asked how people who come to use the launch will know they need to possess a Discovery Pass. This isn't something they can purchase on-site. They would have to obtain it in advance.

Councilmember Burke replied they obtain it when they purchase their hunting or fishing licenses.

Councilmember Rohrscheib asked about day use. If somebody just wanted to go down to the boat launch, would they also be required to have a pass.

Ms. Johns responded that was something staff debated about. Initially, it was thought to only charge trailered vehicles and that would be the fishermen with a Discovery Pass and fishing license. People parking in a regular stall would not be charged for parking. When staff reviewed the revenue earned from either just vehicles paying or vehicles with trailers paying or both, staff discovered it would still not be covering the cost of operating

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a paid parking facility. The City will not be monitoring the facility for Discovery Pass holders at this time, but staff is monitoring how many people use the parking lot. She will simply do a drive by periodically and view how many vehicles have Discovery Passes. Most vehicles do.

Councilmember Rohrscheib would like to know if the majority of people paying for the parking are those that are towing boats and if the City could install additional trailer parking.

Ms. Johns stated when Coho fishing season was opened, all of the trailer parking spots were in use and people accommodated themselves in the pasture. She had a discussion with the Sportsmen's Association to learn if there were any concerns or complaints about parking on the pasture. Apparently, people thought it worked really well, accommodated their uses and they liked the freedom of being able to come and go. To provide for additional parking would require paving or gravel parking construction. She recommends continued monitoring of the site to see if that would be a viable project.

VOTE ON THE MOTION: The motion passed unanimously (7-0)

- b. **AUTHORIZE** City Manager to Sign Contract with BHC Consultants for Sewer Plan Update

Steve Schuller, Public Works Director explained that 25% of the City's Annual Operating Budget is spent on wastewater services. As Mr. Cole described, there are a lot of Federal and State regulations the City is required to comply with. As such, The City is required to periodically update its General Sewer Plan (GSP) with the Washington State Department of Ecology. The previously adopted Plan, "*Everett Conveyance Project Facility Plan*," was approved by the City Council in September 2011, and anticipated the City sending its wastewater to the City of Everett for treatment. That is no longer the situation based on the successful installation and testing of innovative "Bacteria Hotels" in 2012 and 2013 at the City's existing wastewater treatment plant (WWTP). In order to continue its remarkable success, the City must continually plan for and implement upgrades and operational improvements to maintain its WWTP at an optimum level in order to meet today's strict federal and state regulatory standards for effluent discharge into the Snohomish River and eventually the Puget Sound.

Based on the City's progress in recent years, the City Council was able to cancel a proposed 90% increase in wastewater rates that would have been required in order to send the City's wastewater to the City of Everett for treatment. In early 2014, the Washington State Department of Ecology Agreed Order requiring the City to send its waste to Everett was amended. Over the next year, the City met all the stringent conditions of the amended Agreed Order, and received a "Notice of Compliance" on March 10, 2015. This allowed the City to continue treating its wastewater at the current plant, and the City is no longer required to send its wastewater to Everett. Based on that successful advancement, the Council was able to adopt a 0% (zero) increase in wastewater rates for 2014, 2015 and again in 2016; allowing no change in the rate for 3 years.

At its October 18, 2016 meeting, the City Council approved wastewater rates for the next three years - 2017, 2018 and 2019. Starting on January 1, 2017, the City's wastewater rates will be reduced by an *average* of 10%. Lower volume water use customers will see

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their wastewater bill drop even more, by as much as 25%. The planned rate change for both 2018 and 2019 is a 0% (*zero*) increase in wastewater rates.

Over the next 10 years, the City is planning to invest approximately \$16 million in capital improvements to the wastewater system. One of the more expensive projects is the Combined Sewer Overflow (CSO) separations. Currently, in the historic portion of the City, there is only one pipe in the street that conveys both sanitary sewer (from inside homes and businesses) and stormwater (from street catch basins) to the wastewater treatment plant. In December 2015, due to heavy rains, the wastewater treatment plant almost reached its design influent flow capacity of 2.8 Million Gallons per Day (monthly average). The City's long-term plan is to separate a portion of the storm flows from the wastewater plant, and convey them directly to the 25-acre storm lagoon (*a.k.a. the Riverview Wildlife Refuge*) for wetland treatment.

Over the last several years, the City of Snohomish has made significant operational improvements to the existing WWTP yielding substantial reductions in permit violations. Most recently, the City completed removal of approximately 700 dry tons of biosolids among its four lagoons, replaced a failing automatic transfer switch and is currently working on a proposal with the Department of Ecology for a more environmentally conscious and cost effective disinfection process using peracetic acid (PAA) in lieu of chlorine.

The agreement with BHC Consultants, Inc. out of Seattle, Washington is for a total amount not to exceed \$219,368. These expenses are anticipated as part of the City's approved 5-year capital improvement plan. Most of the expenses would be obligated in 2017; the City's proposed 2017 budget for wastewater capital is \$850,000. A small portion of the work would be from this year's 2016 wastewater capital budget of \$500,000. The estimated 2016 ending fund balance for the Wastewater Utility Fund is \$7.788 million.

Councilmember Randall asked if the Sewer Plan will look at the separations that have already been completed in some of the historic area. He knows a few of the streets have had some stormwater and wastewater separation done.

Mr. Schuller responded that portion of the plan will be updated.

Citizen Comments:

Tony Diniakos, 1008 Ludwig Road, stated a point of contention on his street at Ludwig Road which has been a part of the City for a couple of years, is they have no sewer lines. They are not sure what the plan is since they are within City limits. He wants to know if the residents will get access to a sewer line and if so, when can they look forward to that.

Mr. Schuller responded there is a major trunkline that was installed and completed in 2007 that goes from the wastewater treatment plant through the Ludwig area to Bickford Ford. Generally, each developer is required to make the improvements to connect to the trunkline. For example, the Riverview Highlands development on Ludwig Road installed sewer for all the new homes and connected them to the trunkline.

Gordon Cole, 1910 Bickford Avenue, stated there is no differential in the rates for stormwater. He stated some developments where all of the stormwater is treated onsite with no discharge or maintenance required by the City, and those properties are charged

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at the same rate as properties along Avenue D, which have no treatment and no retention. There should be some differential. He recognizes there are some costs even though the City may not be out cleaning catch basins or doing maintenance on some projects. However, there may be inspections or other things that are required. There should be some differential in the rates charged between projects that spend hundreds of thousands of dollars to develop their own complete systems which never enter the City's infrastructure and those that fully utilize it.

Mr. Schuller responded currently the way the system works is to charge a single rate. He speculates most cities and counties charge a single rate. He can conduct a formal review to see what other cities do. However, it is difficult when you attempt to split it up. The City of Seattle bills for stormwater based on parcel size.

Mayor Guzak would like Mr. Schuller to look into if other cities administer their stormwater billing in a different manner and to report back.

Mr. Cole stated on private developments, the City doesn't do any maintenance. They are paying the fee, but there is no maintenance. It would be helpful even if there is no rate differential that perhaps some of the maintenance could be covered.

Mr. Schuller stated if Council directs, staff could prepare an overview of the entire stormwater system in 2017 to better understand the entire rate structure.

Mayor Guzak stated with the new sewer plan update coming in the Spring of 2017, this issue could also be a part of that discussion.

Citizen Comments: Closed

MOTION by Burke, second by Rohrscheib. that the City Council **AUTHORIZE** the City Manager to execute a Professional Services Agreement with BHC Consultants, LLC in the total amount not to exceed \$219,368 for General Sewer Plan Update Phase 2 and Ongoing WWTP Services.

Councilmember Hamilton recalls the Snohomish Station project where the developer put a substantial cost into cleaning up the property, so the City doesn't have to maintain their systems. It is a complicated pricing structure, but there should be some way to reward people who develop their property in such a way that it takes care of that maintenance burden.

VOTE ON THE MOTION: The motion passed unanimously (7-0)

8. DISCUSSION ITEMS:

a. Utility Funds Overview

Mr. Bauman explained the purpose of this agenda item is to provide the City Council with an overview of the financial state of the Utility Enterprise Funds. This overview covers the current year, 2016, and preliminary projections for 2017. The current rates for City utilities were adopted by Council in Resolution 1348 on October 18, 2016.

The City's ability to provide a sound financial structure to support the Council's vision of future utility needs and current demands is crucial for the ongoing management of the

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Water, Storm Water, and Sewer Utilities. The 2014 Utility Rate Study presentation by consultant FCS was undertaken to analyze and provide for the sufficiency and timing of revenues to prepare for the financial costs of capital infrastructure utility projects being planned.

Currently utility billing accounts total approximately 3,500. Utility bills are consolidated and include water, wastewater, storm water and solid waste charges. An estimated average bi-monthly utility bill, excluding solid waste (garbage, recycling and yard waste) for 2017 is \$295.21. Average bi-monthly usage is typically 13 units of water.

Rate revenues for all three utility funds are projected to exceed the revenue budget targets. Water and sewer, Capital Facility, and connection and special charges are projected to come in below the budget target. These charges are directly related to the new construction, building and development activities that occur on an annual basis and require continual monitoring for budget adjustments.

Operating and maintenance budgets for all three utility funds are projected to come in under budget for 2016 as maintenance staff continually works to implement efficient procedures, utilizes new technologies and cost containment of supplies, materials, repairs and maintenance items. Operationally, the Water Utility Fund will be positively affected by the 2017 vacancy (begun mid-year 2016) of a Water Treatment Plant Operator position as well as the Water Maintenance Worker I vacated in the 2016 Budget.

Capital Outlay budgets and infrastructure projects originally planned for 2016 have either been postponed to a future year, eliminated as unnecessary or revised scope of project work identified as part of the planning effort for 2016 projects along with the preparation of the CFP within the Comprehensive Plan update.

Mr. Bauman reviewed the forecast summaries for debt forecast performance information for each of the three individual utility funds.

Water Utility Enterprise Fund #401

Water Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5%-Not applicable
- Operating Reserves – 90 days – 2017 reserves coverage 100%
- Debt Service (125%) – No debt
- System Replacement – 2017 Costs \$333,333 adequate reserves committed
- Emergency Capital Repairs - unknown

Wastewater Utility Enterprise Fund #402

Wastewater Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5% - 2017 coverage ratio is 2.42 –with debt payoff 3.21
- Operating Reserves – 90 days – 2016 reserves coverage 100%
- Debt Service (125%) – current requirement is \$936,334-with debt payoff \$749,067
- System Replacement – 2017 Costs \$850,000 adequate reserves committed
- Emergency Capital Repairs - unknown

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Storm Water Utility Enterprise Fund #404

Storm Water Fund 2017 Forecast of Performance

Comparison to Established Financial Requirements

- Debt Coverage Ratio – 1.5% - not applicable
- Operating Reserves – 60 days – 2017 reserves coverage 100%
- Debt Service (Bond Covenant 125%) – not applicable
- System Replacement – 2017 Costs \$533,000 adequate reserves committed
- Emergency Capital Repairs - unknown

In summary, the utilities are in excellent condition in terms of current rate revenues compared to needs for future capital projects, and have reserves for wastewater that will allow the City to accommodate future technical upgrades in the wastewater treatment plant as those become necessary.

Councilmember Schilaty commented it is very nice to be listening to this type of report compared to what she has had to listen to in the past. It is very gratifying because there were many years of not being able to sleep over what the City was going to do next. It's a little surreal to be here seeing the City is in such good shape. She thanked staff.

Mayor Guzak thanked staff for the overview.

Citizen Comments: None

Citizen Comments: Closed

b. Light Manufacturing in Pilchuck District

Mr. Pickus stated staff is asking for Council direction on whether or not to research a code amendment to allow Light Manufacturing in the Pilchuck District. If the answer from Council is yes, staff asks for further direction as to where it should be allowed in the District and how to regulate it. This question is being asked because staff became involved with a successful light manufacturing business in Snohomish. It has outgrown its facility and they were looking to relocate. They found a potential site in the Pilchuck District, and in the course of doing their due diligence, the company approached staff and staff informed them they could not do light manufacturing in the Pilchuck District.

Another reason to consider a possible code amendment is since the Pilchuck District was created in 2011, the City hasn't seen any redevelopment. The original objective was to promote investment in property and improvements in the area. It was intended to implement Smart Growth urban planning and design principles.

The vision as described in the plan does not speak to industrial. It is seen as residential, mixed use and commercial. The development regulations for the Pilchuck District specifically and intentionally prohibit all industrial uses.

Mr. Pickus stated it should be recognized there are several nonconforming industrial uses already located in the Pilchuck District that predate the creation of the District. Industrial uses are located in the Neighborhood Center with Height Overlay (CTR 5) zone on Cypress Avenue, between Third and Fourth Streets; and on the west side of Pine Avenue, between Fifth and Sixth Streets. They are "grandfathered" uses that can continue until abandoned. Therefore, allowing light manufacturing uses to the Pilchuck District would not be introducing a new type of use to the District or to the CTR 5 zone. It could be

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argued the presence of these uses suggest allowing new light manufacturing would not significantly impact the District.

Should the City Council want staff to consider allowing Light Manufacturing in the District, it should not be considered under any scenario in the Neighborhood Single Family (NSF) and Neighborhood Townhouse (NTH) zones since they allow only residential uses. If nothing else, the traffic generated by a light manufacturing use in a purely residential would have a significant negative impact on the quality of life enjoyed by those residents. Further, the Civic zone is intended to address special circumstances of properties owned and/or managed by public agencies, including the City. The typical land uses envisioned for the zone are open space and recreational, but also include municipal and community uses. Placing light industrial in the Neighborhood Civic zone would conflict with this vision and should not be considered.

The Neighborhood Center (CTR) and CTR 5 zones are intended to create opportunities for a variety of businesses and residential land uses that would enhance the vitality of the area and promote a pedestrian-friendly environment. The design standards for these zones are intended to create continuity and compatibility between adjacent developments and to emphasize the relationship of development sites to the public sidewalk. Of all the Pilchuck District zones, the Neighborhood Center zones allow the widest range of uses. Therefore, light manufacturing businesses could still serve the intent of the zones, provided they are developed in compliance with the District's design standards for site and building development.

The CTR 5 zone, which allows buildings up to five stories high, is the more suitable of the two zones to have light manufacturing uses because it is designed to accommodate the most intensive land uses in the Pilchuck District.

Light manufacturing located in the CTR 5 would not compromise the vision behind the Pilchuck District provided it is located on sites and in buildings that comply with the District's design standards. To ensure the zone does not take on the look and feel of a traditional industrial area, light manufacturing should only be allowed on sites and in buildings that meet all of the District's design standards. Applications for light manufacturing in the Pilchuck District should be subject to special review to ensure compatibility with the vision for the District.

Councilmember Schilaty asked for an example of a business in that area that is considered light industrial currently.

Mr. Pickus stated essentially light industrial is a business that takes place indoors assembling materials to build something.

Mayor Guzak noted Olympic 4x4 Supply would be light industrial.

Mr. Pickus agreed.

Councilmember Schilaty asked for an example of light manufacturing within the City. She asked if Soundair would be considered light manufacturing?

Mr. Pickus agreed.

Councilmember Schilaty commented what is currently in place has been constricted by

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the recession. She is willing to consider this.

Councilmember Burke asked about the defunct houses just north of Third. He wonders if rezoning there would be a good idea. He thought it may be a good spot for this.

Citizen Comments:

Gordon Cole, 1910 Bickford Avenue, stated he has experience with light manufacturing businesses. He doesn't think light manufacturing with constraints is at all incompatible with the concept for the Pilchuck District. He thinks it has to be carefully done, but based on his experience with light manufacturing firms in the Business Park, he wouldn't have any objection to trying to open that up in the Pilchuck District.

Tony Diniakos, 1008 Ludwig Road, stated he is a local business owner and a huge proponent of local businesses and businesses staying in this town. For a business to approach the City and ask for a space is huge. It's not his business. He doesn't even know who he is advocating for at this point. However, a company coming to the City and saying they are interested in a property and seeing seven or eight locations being suggested for rezoning, maybe the City can address one and see if it is compatible. He suggested taking a look at what their business is. If it's metals manufacturing, there is a level of contamination that could be addressed for the Pilchuck River. There is a lot of solvent and metallic that could cause an issue there. Other than that, he agrees with Councilmembers Randall and Rohrscheib.

Citizen Comments: Closed

Councilmember Randall is in favor of looking into this further. However, he has concerns about the residential neighborhoods in the District. He knows there has been push back in the past even with implementation of warehouse space a few years ago. He would like the Council to be cognizant there are people living there and development needs to be compatible with that.

Councilmember Schilaty is in favor of light manufacturing with proper conditions. As pointed out, heavy metal manufacturing would not be a good idea for that area. She also thinks it's a sensitive area. There are long time Snohomish residents in that area. If the Council does go forward, she thinks it is one of those issues that needs to be communicated clearly with the community and input obtained early in the process.

Mayor Guzak is not in favor of this. There was so much community outreach to craft the Pilchuck District. She acknowledged the reality of the City's hopes not being realized because of the crash in the economy. She understands the draw of this, but she has real concerns because of all the work previously done. However, she is not opposed to reviewing this further.

Councilmember Rohrscheib is in favor of this. He likes the idea of a business approaching the City for help in trying to keep their business local. It sounds like they would add additional staffing if they are expanding too. He acknowledged Council needs to be cognizant of the established residents.

Mr. Bauman stated if staff were to bring this back to Council as a proposed ordinance change for review, he suggested it may be beneficial to provide some graphical examples of how this type of light industrial design element would fit with the concept already

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established for future residential development. It may provide a more visual sense of how it would fit in the District.

Mayor Guzak agreed and directed staff to provide additional information on light industrial uses within the Pilchuck District.

c. Review Construction Noise Ordinance

Mr. Pickus reviewed the staff report and explained noise from construction and home repair and maintenance projects is allowed 7 a.m. to 10 p.m. on weekdays and 9 a.m. to 10 p.m. on weekends. Chapter 173-60-040 of the Washington Administrative Code (WAC) establishes maximum permissible environmental noise levels and Chapter 173-60-050 establishes exemptions to the maximum levels. Local regulations may be more restrictive than the WACs but cannot be more permissive.

Snohomish Municipal Code 8.16 regulates public disturbance noise. By definition, noise from residential maintenance and repair projects, such as lawnmowers, power tools and snow removal equipment, is deemed a public disturbance noise when it occurs after 10 p.m. and before 7 a.m. on weekdays; and before 9 a.m. on weekends. Because holidays are not mentioned in the SMC regulations, noise on holidays is regulated by whether the holiday is on a weekday or a weekend. Similarly, noise from construction sites, such as power tools and hammering, is deemed a public disturbance noise if it occurs during the same hours previously described. Exceptions are provided for emergencies and for noises created by safety and protective devices and alarms. Staff is seeking direction from the City Council on whether SMC 8.16 should be amended and if so, how.

Councilmember Schilaty stated 10:00 p.m. is too late for noise. She noted that quite a few cities have earlier cut off times, such as 6:00 p.m. She understands on a summer evening 6:00 p.m. is too restrictive. However, 8:00 p.m. seems reasonable for both construction and home maintenance and repair.

Councilmember Rohrscheib supports the 10:00 p.m. cut off time. He is curious what issue(s) brought this to the Council.

Mayor Guzak stated she and the City Manager met with a citizen in a residential area who has been dealing with a long term chronic illness and there has been ongoing construction around her that she found debilitating. She requested that the City consider looking at the construction noise ordinance. Mr. Pickus then reviewed what other cities are allowing and they were surprised that Snohomish was more liberal than most cities, and now the matter has been brought to Council for discussion.

Councilmember Wilde asked about keeping the construction noise until 10:00 p.m., but only if the construction project was for a two-week period.

Mr. Pickus stated that would be difficult to enforce, as the City would not know when the project starts, especially if no permit is required.

Sergeant Crandall stated he has been the graveyard shift supervisor since 2015. He stated the police do not receive a lot of 911 calls about noise, with the exception of Fred Meyer. This is because Fred Meyer unloads the semi-trucks overnight. They have forklifts backing up. There is a residential neighborhood just north of Fred Meyer and they get a lot of noise complaints.

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Councilmember Randall noted this past summer, he had three neighbors having their roofs replaced one after the other. There was a month and a half of nail guns going until 9 or 10:00 p.m. He supports a little earlier cutoff. 10:00 p.m. seems too late.

Councilmember Rohrscheib is willing to compromise on the time, but doesn't want to go any earlier than 9:00 p.m. He thinks 9:00 p.m. is reasonable.

Councilmember Schilaty stated there are so few nice days in the summer time. She thinks most of the noise concerns are resolved through neighborly relations. This regulation would be for those individuals who don't have those relationships. She supports 8:00 p.m.

Councilmember Rohrscheib stated people do not do construction every day. This is so sporadic. The example of the roofing projects is not something that will happen every summer. He supports a 9:00 or 10:00 p.m. cutoff.

Citizen Comments:

Gordon Cole, 1910 Bickford Avenue, stated that a 9:00 p.m. cutoff would probably work for construction noise. On a large construction site, it would be primarily during the earth work periods where there would be a lot of noise that would go beyond the site. Unfortunately, that limits the time crews can do that type of work to a few months in the summer - generally from May through October. This would affect City projects as well. Restricting it too much, especially during daylight hours can have a consequence. He thinks 9:00 p.m. is workable. Most contractors like to stay until 10:00 p.m. because it's still light at the peak of the summer.

Tony Diniakos, 1008 Ludwig Road, stated Councilmember Rohrscheib's tolerance is appreciated. He thinks 9:00 p.m. is okay. 10:00 p.m. is late. This is his industry. They work as late as they can. The reality is when he leaves the work site at 7:00 or 8:00 p.m., and there are people still working, he has to tell them to try and keep it down and to stay as long as they can. If anybody says something, they should cut it off and go home. His crews work with the neighbors. He thinks 9:00 p.m. is acceptable. 8:00 p.m. is way too early.

Citizen comments: Closed

Councilmember Schilaty noted the staff report referenced complaints about the warming of equipment prior to the start time of 7:00 a.m.

Mr. Pickus responded that was his experience in Mukilteo. Snohomish's code doesn't address that and the question is, should it.

Councilmember Schilaty thinks it would be a good idea to address it. She appreciated the comments of the citizens in the construction industry.

Councilmember Rohrscheib noted that Lynnwood and Marysville both start at 7:00 a.m. on weekends and Snohomish is at 9:00 a.m. Lynnwood stops at 6:00 p.m. and Marysville goes until 10:00 p.m. Other cities are 8:00 p.m. He thinks the City is fine with the current regulations.

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Councilmember Randall would like to advocate for a 9:00 p.m. cutoff. He is okay with 7:00 a.m. start time. He agrees that the warming up of equipment should not start prior to 7:00 a.m.

Councilmember Burke stated he would prefer to leave the cutoff at 10:00 p.m., but is okay with 9:00 p.m.

Mayor Guzak stated the general direction from the Council is for staff to return to Council with a potential code amendment.

9. **CONSENT ITEM: AUTHORIZE** payment of claim warrants #59623 through #59704 in the amount of \$373,639.97, and payroll checks #15129 through #15148 in the amount of \$426,555.33 issued since the last regular meeting

MOTION by Hamilton, second by Randall to pass the Consent Item. The motion passed unanimously (7-0).

10. OTHER BUSINESS/INFORMATION ITEMS:

Mayor Guzak wished to discuss the speeding on Pine Avenue. Council has heard several complaints about this subject and she thinks Council needs to think about a more permanent solution. She directed Mr. Schuller and Mr. Monzaki to take a look at Pine Avenue and present Council with some proposed solutions.

Councilmember Schilaty suggested a concentrated patrol at that location. She stated it sounds like high school kids may be speeding, and if they get the word not to speed around that area, it might be beneficial. She also suggested placing the radar trailer at that location.

Councilmember Schilaty wanted to know if the Halloween celebration which takes place on First Street is sponsored by the HDS.

The Mayor confirmed it is.

Councilmember Schilaty noted each year it gets more popular and it is quite an amazing event. She would like to know if the City can shut down First Street next year and reach out to HDS if they sponsor the event, and perhaps they would consider closing the street next year. It's so crowded on the sidewalk that people can't really go down them with strollers. It's about a three hour event.

Mayor Guzak said the Lion's Club provided the crossing guards.

11. COUNCILMEMBER COMMENTS/LIAISON REPORTS:

Councilmember Hamilton said he participated in the Proposition 2 Forum with Councilmember Schilaty. He indicated there were approximately 30 people in attendance, and it was really disappointing that those who are in favor of Proposition 2 did not join the forum and present the arguments for why they thought this change in government would be a good idea. There were two representatives who attended the event and participated from the audience. He thought it was unfortunate that the people who were there to learn more about it, weren't able to find out why they thought this was a good idea. There was just four of them on the "No" side that gave reasons why they didn't think it was a good idea and answered citizens' questions. A week from today, the City will have some sense of what the

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voters in this town think. This was a great opportunity for the citizens to learn more, and unfortunately those who were in favor of it, didn't come and present an argument. It was a disappointment.

Councilmember Randall, stated he did some additional research on the 5G wireless systems and it was interesting that one of the future anticipated benefits of implementing 5G cellular is to allow self driving cars to communicate with each other.

Councilmember Burke, said he wished to call attention to the earthquake drill. It appears the State received a near failing or a failing grade in that multi-day event.

Councilmember Rohrscheib, noted he was reading through some news articles about the Time Out Sports Bar looking to lose their license for a number of violations, and they didn't lose it. He doesn't know what an establishment needs to do in the eyes of the Liquor Control Board to actually lose a license. He was the previous owner of where the business is located currently and he is somewhat dumbfounded.

Manager Bauman responded to Councilmember Rohrscheib regarding the Time Out Sports Bar, and indicated the news story he saw was somewhat erroneous. It appears they may have mixed up license information about Time Out's other operation in Kirkland or somewhere on the east side. The hearing that was expected to be set to consider the revocation of the Time Out's liquor license in Snohomish has not been scheduled yet. This matter has not been resolved. Once staff receives more information, it will share it the Council.

Councilmember Schilaty stated she wished to echo Councilmember Hamilton's comments about the citizens' forum. She noted it was a good crowd, but she wished there could have been more people. She was also disappointed that the proponents of Proposition 2 who were invited to the table to participate equally, chose not to, but then chose to come into the audience and give their point of view from that perspective. She thinks it would have been a better forum had they been equal participants. It would have provided a fairer presentation to the citizens. Nevertheless, she was happy to participate in the forum.

12. MANAGER'S COMMENTS:

Mr. Bauman noted the first meeting in December will be on Monday, December 5. This is in order to meet statutory deadlines for the City's budget process. He regrets having to move the meeting date, but that is something that needs to be done this year. Tuesday, December 6 is a potential date for the annual boards and commissions appreciation event. He would like to know if Council is interested in having staff go forward to organize the event.

Council supports staff organizing this event for December 6.

Mr. Bauman asked for Council's consent to conduct a City Council meeting in January 2017 at the Carnegie building. It is proposed the room be set up roughly how the City would have it remodeled. Staff can't produce all the electronic elements in the same format and exact locations as it will be done in the true use of the building as a meeting space, but staff would like to obtain Council's response to the way that it is set up to see if they are on the right track.

Council supports this idea of conducting a meeting in the Carnegie Building and will wait to hear back from staff on the exact date.

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13. MAYOR'S COMMENTS:

Mayor Guzak would like to reiterate, in response to Mr. Davis' comments, that the information he seeks is available. For him to make comments that Council is dishonest is incorrect and she absolutely rejects those comments. She also thanked the attendees at the voters' forum, and mentioned that she hosted Governor Inslee at an event held at AngelArmsWorks. Mayor Guzak enjoyed welcoming the Governor to Snohomish and discussing the importance of the City of Snohomish with him, along with reiterating the transportation challenges in this area.

Mayor Guzak also attended the Snohomish County Tomorrow meeting and received reports from the Economic Alliance and the Puget Sound Regional Council about the schedule for the SR 9 Marsh Road to Second Street Interchange Improvements and the Snohomish River Bridge Improvements, where a rough completion date was provided for 2027.

Snohomish Brewfest was quite a celebration. Mayor Guzak doesn't know what their revenue forecast was or what they received from the fundraiser, but it was very well attended and a grand event.

Mayor Guzak thanked the citizens who attended the meeting and also thanked Mr. Gordon Cole for all his years on the Planning Commission.

14. ADJOURN at 9:15 p.m.

APPROVED this 15th day of November 2016

CITY OF SNOHOMISH

ATTEST:

Karen Guzak, Mayor

Pat Adams, City Clerk

PRESENTATION 5

Date: November 15, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Support Request Regarding Employment of Military Service Members**

SUMMARY: The purpose of this agenda item is for the City Council to receive a presentation regarding the Uniformed Services Employment and Reemployment Rights Act (USERA). John Van Dalen will provide the presentation. A signed copy of the USERA support statement is attached.

BACKGROUND: Mr. Van Dalen contacted Councilmember Dean Randall to request an opportunity to address the City Council on November 15 concerning the return of the Snohomish Washington Army National Guard unit from Kuwait. The Snohomish based Washington Army National Guard (WANG) is the 176th Engineer Company located at the National Guard Armory at Ferguson Park Drive and Avenue D. The mission of this Guard unit has included new construction, remodels, tear-downs, and everything from painting to laying concrete to electrical work. The men and women of the unit have been serving in the Middle East since March 2016. Unit members live and work in Snohomish and the surrounding cities in Snohomish County, and the unit is expected to be return to Snohomish sometime in December or early January.

The essence of the USERA is to protect the ongoing job rights of National Guard and Reserve members of all branches of the military services and to ensure that employers' hiring practices do not discriminate against Guard and Reserve members. All employers, both public and private and of all sizes are covered under the act.

ANALYSIS: The City recognizes the intrinsic value of uniformed military services personnel in the community and follows the provisions of the USERA both in hiring new employees and in managing existing employees. The City Manager has signed the provided support statement.

BUDGETARY IMPACTS: None.

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council **RECEIVE** the presentation regarding the Uniformed Services Employment and Reemployment Act.

ATTACHMENT: Support Statement Regarding the Uniformed Services Employment and Reemployment Rights Act



STATEMENT OF SUPPORT FOR THE GUARD AND RESERVE



City of Snohomish

We recognize the Guard and Reserve are essential to the strength of our Nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.

If these volunteer forces are to continue to serve our Nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:

- We fully recognize, honor and comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- We will provide our managers and supervisors with the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills Service members bring to the workforce and will encourage opportunities to employ Guardsmen, Reservists, transitioning Service members and Veterans.
- We will continually recognize and support our country's Service members and their families in peace, in crisis, and in war.



Employer
11/7/16

Date



Paul E. Mock
National Chair, ESGR



Ash Carter
Secretary of Defense



PUBLIC HEARING 6a

Date: November 15, 2016

To: City Council

From: Brooke Eidem, Associate Planner

Subject: **2016 Amendment to the Comprehensive Plan Public Hearing**

SUMMARY: This agenda item is a public hearing on a proposed Comprehensive Plan amendment to change the land use designation of the property at 2501 Bickford Avenue to High Density Residential (HDR) from Business Park (BP). The proposal was approved for the current docket by the City Council on June 7, 2016. The proposed amendment is detailed in draft Ordinance 2317, provided as Attachment A.

BACKGROUND: The Planning Commission held a public hearing on November 2, 2016, and voted unanimously to recommend approval of the proposed amendment. A briefing was provided to the Economic Development Committee (EDC) on May 17, 2016 to discuss the property being removed from the stock of land area with commercial development potential. The EDC was generally supportive of a change to multi-family designation because of the limited commercial potential of the site.

A SEPA determination of non-significance was issued for the amendment on September 12, 2016. Notice to adjacent property owners has been provided as a “site-specific” rezone. No comments or inquiries from adjacent property owners have been received in response to the notice.

As a reminder, the typical Comprehensive Plan amendment process is as follows:

- Deadline for amendment applications (March 31).
- City Council approval of the docket (approved June 7, 2016).
- SEPA determination (DNS issued September 12, 2016).
- Notification of proposed amendments to the Washington State Department of Commerce.
- At least one public hearing by either the Planning Commission or City Council or both.
- Planning Commission adoption of written findings and recommendation(s) (November 2, 2016).
- City Council adoption of written findings and decision(s).
- Any appeal of the City Council decision is heard by the Growth Management Hearings Board.

ANALYSIS: 08-16-CPA Land Use Designation Map amendment.

The proposal is for a change to the Land Use Designation Map, which serves as the City’s land use regulation (zoning) map. The applicant is seeking a map change and concurrent rezone. The proposed map amendment would change the designation of the property located at 2501 Bickford Avenue to High Density Residential (24 dwellings per acre) from Business Park.

PUBLIC HEARING 6a

Property history

The property at 2501 Bickford Avenue was annexed into the City in 2002 under Ordinance 2015, which included approximately 110 acres along the Bickford Avenue corridor. Shortly after annexation, the City applied the Business Park zoning classification to the entire annexed area. Several development proposals have been explored in recent years for this site, however no permits have ever been issued. The property is undeveloped.

The site consists of two parcels with a combined area of 3.36 acres. The property is located on a west-facing slope with a Category III wetland in the northeast corner. The frontage along Bickford Avenue is relatively narrow at just over 170 feet.

Proposal

SMC 14.207.075(6) allows multi-family housing in the Business Park designation when in conjunction with a commercial use where the gross square footage of residential use does not exceed the square footage of commercial use. The applicant has stated that commercial development on this property is difficult due to the site constraints and the limited street frontage. The applicant has stated that a senior apartment complex is the ultimate proposal, but the Business Park requirement that at least 50 percent of the project's gross floor area must be used for commercial uses makes the development infeasible.

The Planning Commission and staff agree with the applicant that the site is not suited for commercial development. The narrow width limits site layout options to an orientation perpendicular to the street, with minimal visibility from off-site. With the HDR the requirement to have commercial any commercial space is removed and will allow the property to be developed solely as a multi-family residential project. Other development in this area includes the Snohomish Station commercial complex to the immediate north, Snohomish Depot across the street, and residential areas including single- and multi-family properties. Utilities are present in the street and transit stops are within close proximity.

Criteria and Discussion

SMC 14.65.010A: Amendments to the Development Code's Land Use Designation Map shall be consistent with the Comprehensive Plan, the Growth Management Act, and the State Environmental Policy Act, and shall be in the public interest.

Consistency with the Comprehensive Plan

The proposal implements several Comprehensive Plan goals and policies, as listed below:

- Goal LU 1: Designate adequate lands for existing and future land use needs of Snohomish.
- Policy LU 1.3: Land use boundaries. Establish logical boundaries between land use designations that account for existing land uses, access, topography and natural features.
- Policy LU 2.1: Innovative zoning. Utilize innovative zoning models to increase density and achieve other policy goals where it will not adversely affect the character of existing neighborhoods.
- Policy MF 5.1: Density range. Provide a range of density options for multi-family development types.

PUBLIC HEARING 6a

- Policy MF 5.2: Multi-family location. Medium and high density development should be located near public amenities in order to provide easy access.
- Policy 5.4: Transitional land use. Multi-family designations may be used to provide a transition between areas of differential intensity of land use where existing or future adjacent land uses will not compromise the health or quality of life for multi-family residents.

Consistency with the Growth Management Act (GMA)

The proposal is consistent with GMA Planning Goal #1, which states: “Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.”

Consistency with the State Environmental Policy Act (SEPA)

A SEPA determination of non-significance was issued for the amendment on September 12, 2016. No comments were received during the SEPA comment period, which ended on September 27, 2016, so the determination stands. A separate, project-level SEPA review will be required as part of a future application for development.

In the public interest

The Planning Commission concluded the proposal is in the interest of the public health, safety, and general welfare. The site constraints make this property not viable for commercial development. It is a policy of the City to discourage strip commercial forms, which is a highly likely type of development if the site is developed under the current Business Park designation.

The proposed land use designation of High Density Residential will result in an appropriate land use transition along the Bickford Avenue corridor, with the lower density residential areas to the south and the higher impact commercial development to the north. Additionally, Bickford Avenue has the necessary infrastructure to handle higher density residential development.

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council **RECEIVE** public testimony and **APPROVE** Ordinance 2317 as presented, amending the Land Use Designation Map (Map LU-1) in the City of Snohomish Comprehensive Plan to change the land use designation for 2501 Bickford Avenue to High Density Residential (HDR) from Business Park (BP).

ATTACHMENT: Ordinance 2317 – 2016 Comprehensive Plan Amendment and Findings of Fact and Conclusions.

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2317

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON,
AMENDING THE LAND USE DESIGNATION MAP IN THE LAND USE
ELEMENT OF THE CITY OF SNOHOMISH COMPREHENSIVE PLAN
TO CHANGE THE DESIGNATION OF THE PROPERTY AT 2501
BICKFORD AVENUE TO HIGH DENSITY RESIDENTIAL FROM
BUSINESS PARK**

WHEREAS, as one of the cities in Snohomish County, the City of Snohomish is required to adopt and regularly update a comprehensive plan pursuant to the Washington State Growth Management Act (GMA); and

WHEREAS, under the GMA, the City is authorized to amend its Comprehensive Plan on an annual basis; and

WHEREAS, the Comprehensive Plan was substantially revised in March 2016 to ensure conformance with GMA requirements; and

WHEREAS, one request for a land use designation change was received by the City for the 2016 Comprehensive Plan amendment process; and

WHEREAS, on June 7, 2016, the City Council directed that the docket request be considered during the 2016 amendment process; and

WHEREAS, the City has reviewed the proposed amendment to the Comprehensive Plan for internal consistency; and

WHEREAS, acting as the City of Snohomish SEPA Responsible Official, the City Planning Director reviewed the proposed amendment to the Comprehensive Plan and Land Development Code and issued a Determination of Non-significance (DNS); and

WHEREAS, public notices of the proposed amendment, SEPA determination, and public hearings for the proposed non-project action was provided as required by law; and

WHEREAS, pursuant to SMC 14.15.070 and RCW 36.70A.106, the City has notified the Washington State Department of Commerce of the City's intent to consider the proposed amendment to the Comprehensive Plan;

WHEREAS, on November 2, 2016, a public hearing on the proposed amendment was held by the Planning Commission, and all persons wishing to be heard were heard, and the Planning Commission recommended City Council approval of the proposed amendment; and

WHEREAS, on November 15, 2016, a public hearing on the proposed amendment was held by the City Council, and all persons wishing to be heard were heard; and the City Council voted to approve the proposed amendment.

PUBLIC HEARING 6a

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO HEREBY ORDAIN AS FOLLOWS:

Section 1. Amendment to the Land Use Designation Map. The Land Use Designation Map (Map LU-1) within the Land Use Element of the City of Snohomish Comprehensive Plan is hereby amended for the properties identified as described in the attached Exhibit A. The land use designation for these properties is hereby changed to High Density Residential from Business Park as shown in Exhibit B.

Section 2. Findings, Conclusions, and Analysis. In support of the amendment to the Comprehensive Plan approved in this ordinance, the Snohomish City Council adopts the Findings of Fact & Conclusions, attached hereto as Exhibit C and incorporated herein by reference, and the analysis contained in the Staff Report on the amendment.

Section 3. Effective Date. This Ordinance shall take effect five days after publication by summary.

Section 4. Severability. If any section, subsection, sentence, clause, phrase, or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase, or word of this ordinance.

ADOPTED by the City Council this _____ day of _____, 2016.

CITY OF SNOHOMISH

By _____
KAREN GUZAK, MAYOR

Attest:

By _____
PAT ADAMS, CITY CLERK

Approved as to form:

By _____
GRANT K. WEED, CITY ATTORNEY

EXHIBIT A

LEGAL DESCRIPTION AND VICINITY MAP

PARCEL A

ALL THAT PORTION OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING 878.19 FEET NORTH OF THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON,
THENCE NORTH 161.5 FEET,
THENCE WEST 940 FEET, MORE OR LESS, TO COUNTY ROAD,
THENCE SOUTHEASTERLY ALONG COUNTY ROAD TO A POINT DIRECTLY WEST OF POINT OF BEGINNING,
THENCE EAST 885.56 FEET MORE OR LESS, TO A POINT OF BEGINNING, EXCEPT STATE HIGHWAY #15,
AND EXCEPT THE FOLLOWING DESCRIBED TRACT:

BEGINNING 878.19 FEET NORTH OF THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON,
THENCE NORTH 161.5 FEET,
THENCE WEST TO A POINT THAT IS 150 FEET EAST OF THE EAST LINE OF PRIMARY STATE HIGHWAY NO 15, AS IT NOW EXISTS, THE TRUE POINT OF BEGINNING,
THENCE WEST 150 FEET TO THE EAST LINE OF PRIMARY STATE HIGHWAY NO 15,
THENCE SOUTHEASTERLY ALONG PRIMARY STATE HIGHWAY NO 15 FOR 101 FEET,
THENCE EAST 90 FEET,
THENCE NORTHEASTERLY 120 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING.

PARCEL B

BEGINNING 878.19 FEET NORTH OF THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 1, TOWNSHIP 28 NORTH, RANGE 5 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON,
THENCE NORTH 161.5 FEET,
THENCE WEST TO A POINT THAT IS 150 FEET EAST OF THE WEST LINE PRIMARY STATE HIGHWAY NO 15, AS IT EXISTS NOW, THE TRUE POINT OF BEGINNING,
THENCE WEST 150 FEET TO THE WEST LINE OF PRIMARY STATE HIGHWAY NO 15,
THENCE SOUTHEASTERLY ALONG PRIMARY STATE HIGHWAY NO 15 FOR 101 FEET,
THENCE EAST 90 FEET,
THENCE NORTHEASTERLY 120 FEET, MORE OR LESS, TO THE TRUE POINT OF BEGINNING.

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

Vicinity Map

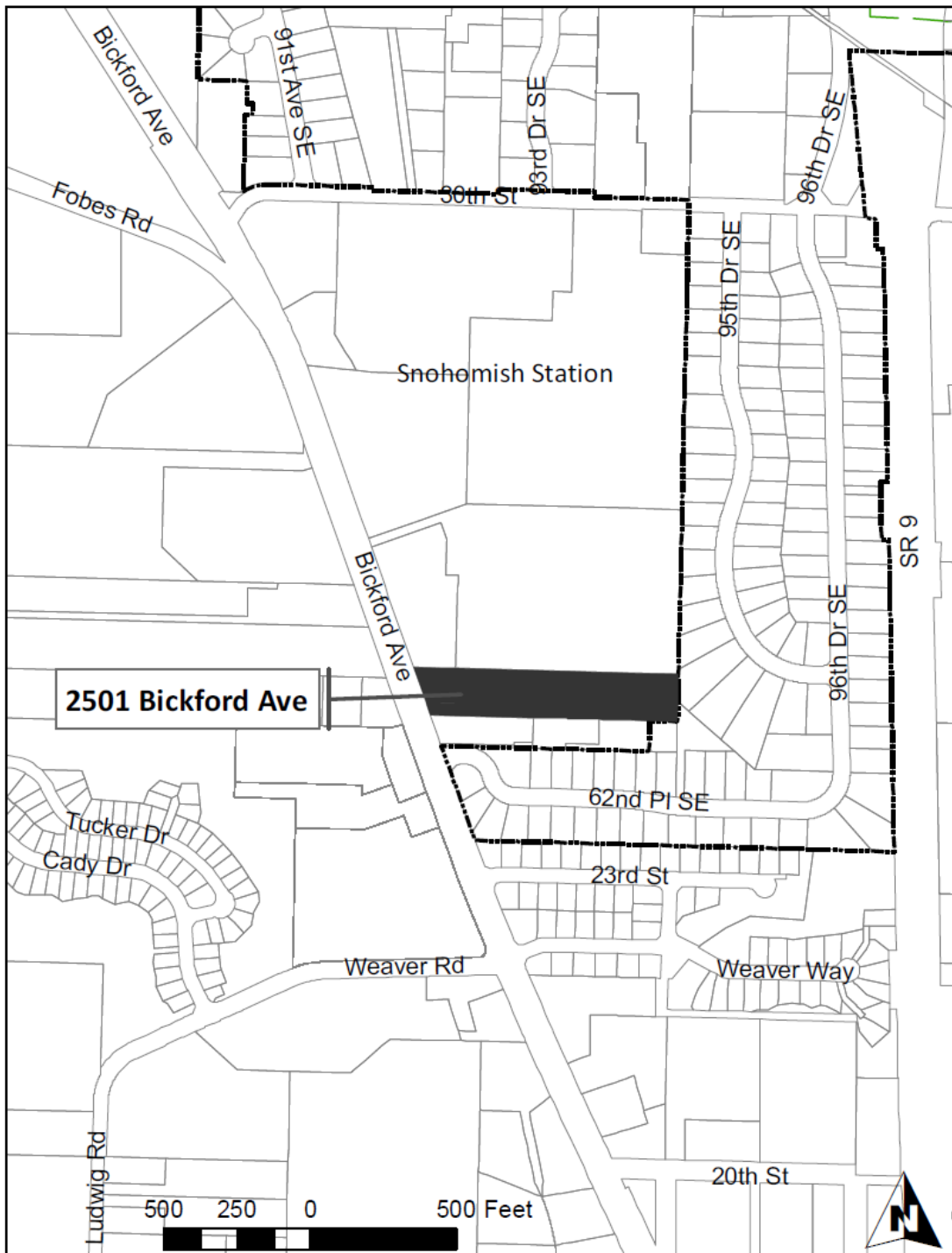
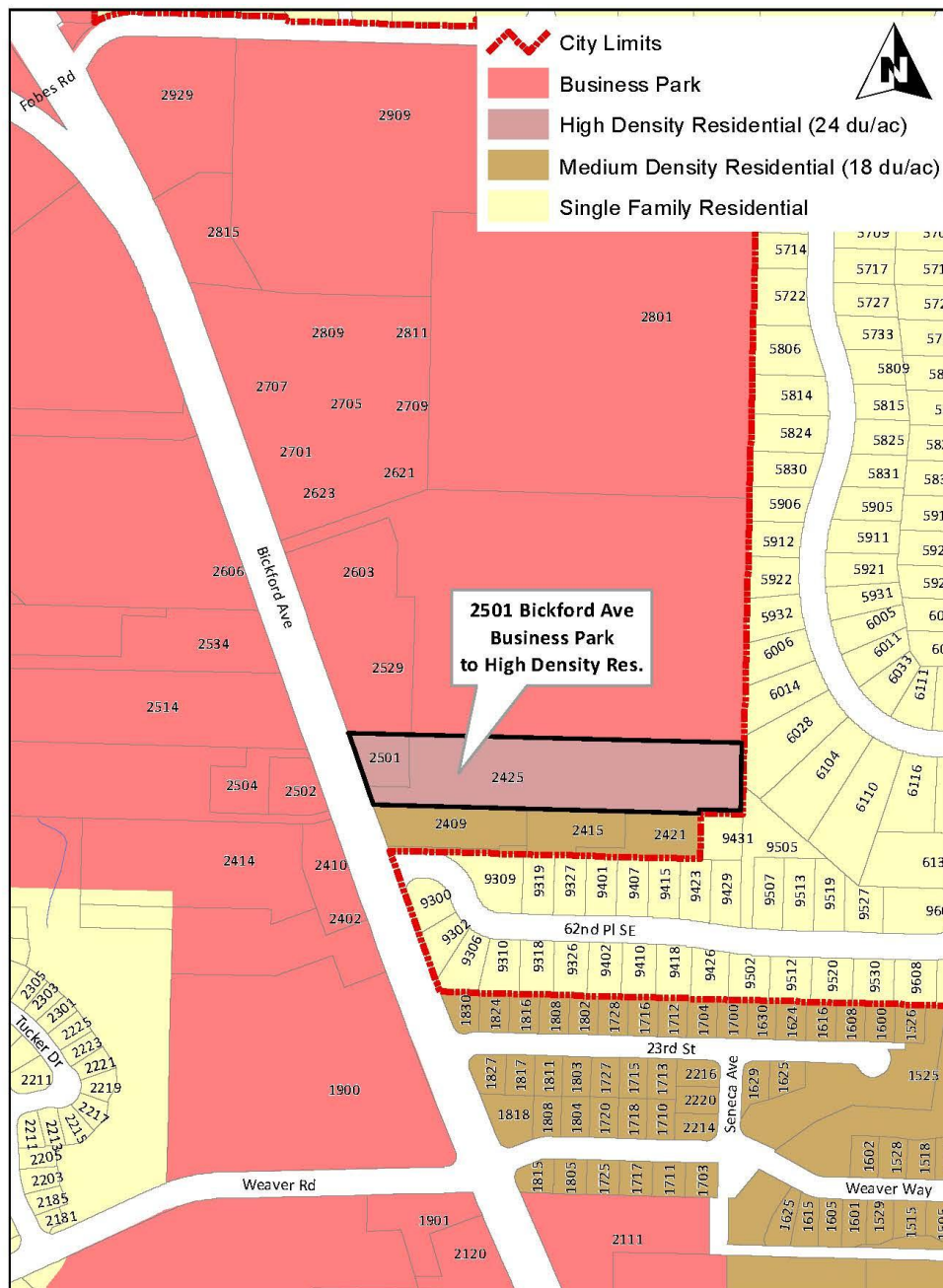


EXHIBIT B

AMENDMENT TO THE LAND USE DESIGNATION MAP



2016 Comprehensive Plan Amendment
2501 Bickford Avenue
Comprehensive Plan Land Use Designation Map (Map LU-1) Detail

EXHIBIT C

Snohomish City Council Findings of Fact & Conclusions for Ordinance 2317

Based on the review of the proposed amendment to the final draft of Ordinance 2317 amending the Snohomish Comprehensive Plan, the Snohomish City Council makes the following Findings of Fact.

1. The Snohomish City Council approved the 2016 Comprehensive Plan Amendment docket with the proposed amendment to the Land Use Designation Map on June 7, 2016.
2. The City of Snohomish Planning Commission held a public hearing on November 2, 2016, to receive public testimony concerning the proposed amendment.
3. At the conclusion of the public hearing, the Planning Commission voted 5-0 to recommend approval of the proposed amendment.
4. The Snohomish City Council held a public hearing on November 15, 2016, to receive public testimony concerning the proposed amendment.
5. After considering the public comments and the Planning Commission recommendation, the City Council voted _____ to approve the proposed amendment.
6. The proposed amendment will change the land use designation and zoning of the property located at 2501 Bickford Avenue from Business Park (BP) to High Density Residential (HDR).
7. The proposed amendment implements GMA planning goal 1 related to urban growth, “(1) Urban growth. Encourage development in urban areas where adequate public facilities and services exist or can be provided in an efficient manner.”
8. The proposed amendment implements the following goals and policies contained in the Snohomish Comprehensive Plan:
 - a. Goal LU 1: Designate adequate lands for existing and future land use needs of Snohomish.
 - b. Policy LU 1.3: Land use boundaries. Establish logical boundaries between land use designations that account for existing land uses, access, topography and natural features.
 - c. Policy LU 2.1: Innovative zoning. Utilize innovative zoning models to increase density and achieve other policy goals where it will not adversely affect the character of existing neighborhoods.
 - d. Policy MF 5.1: Density range. Provide a range of density options for multi-family development types.

PUBLIC HEARING 6a

- e. Policy MF 5.2: Multi-family location. Medium and high density development should be located near public amenities in order to provide easy access.
 - f. Policy MF 5.4: Transitional land use. Multi-family designations may be used to provide a transition between areas of differential intensity of land use where existing or future adjacent land uses will not compromise the health or quality of life for multi-family residents.
9. Procedural requirements.
- a. The proposed amendment is consistent with state law.
 - b. Pursuant to RCW 36.70A.106(1), a notice of intent to adopt the consider amendment was transmitted to the Washington State Department of Commerce for distribution to state agencies on October 4, 2016.
 - c. Pursuant to WAC 197-11-300, a Determination of Non-Significance (DNS) was issued on September 12, 2016.
 - d. The public process used in the adoption of the proposed amendment has complied with all applicable requirements of the GMA and the SMC.

Based on the foregoing Findings of Fact, the Snohomish City Council hereby makes the following conclusions:

- 1. The proposed amendment is consistent with Washington State law and the SMC.
- 2. The proposed amendment implements and is consistent with the goals and policies of the Comprehensive Plan.
- 3. The proposed amendment protects the public health, safety, and general welfare.
- 4. The proposed amendment does not result in an unconstitutional taking of private property for a public purpose and they do not violate substantive due process guarantees.

PUBLIC HEARING 6b

Date: November 15, 2016

To: City Council

From: Debbie Emge, Interim Finance Director

Subject: **Ordinance 2320 – 2017 Property Tax Levy Hearing**

SUMMARY: The purpose of this agenda item is for the City Council to take final public testimony regarding the City's 2017 Property Tax Levy. Following this second hearing's testimony the City Council may take action to adopt Ordinance 2320 The Property Tax Levy for 2017 is presented in Ordinance 2320 (Attachment A). The City must certify the amounts to be levied to the Clerk of Snohomish County on or before November 30, 2016. Staff is proposing that City Council implement a new levy rate to include a 1% increase from 2016. If approved, the 2017 property tax levy rate for the City will be \$.89482051 per \$1,000 assessed valuation. The total assessed valuation as estimated by Snohomish County for the City of Snohomish is \$1,329,699,062. Therefore the total proposed 2017 levy amount is \$1,189,842.

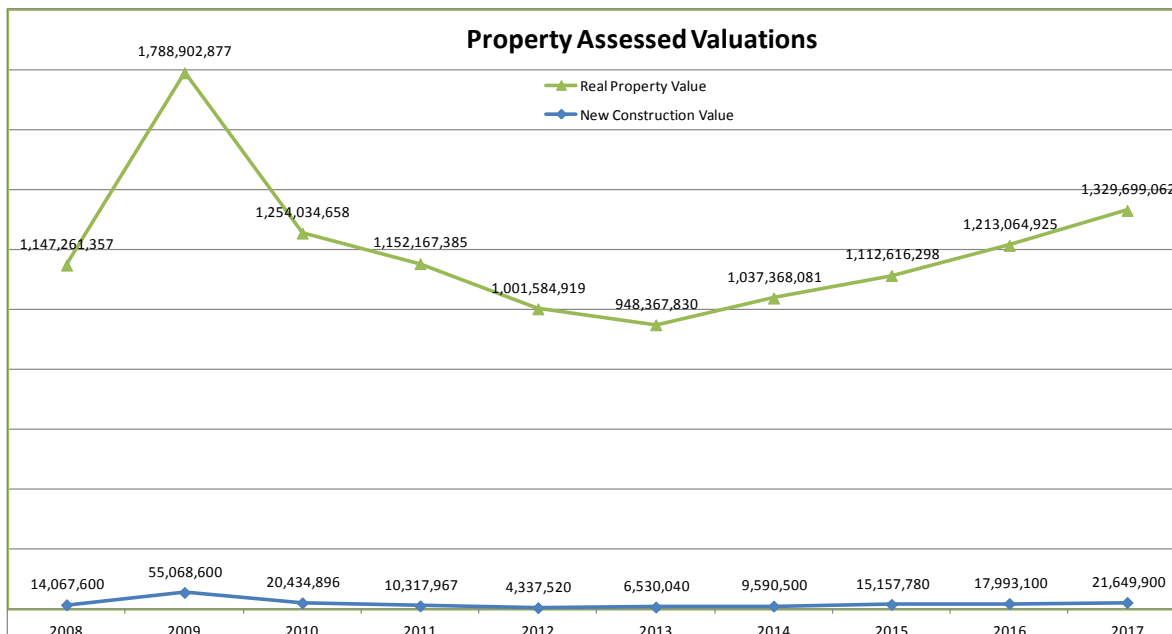
BACKGROUND: The tax revenue accounts for 13% of the total revenue for the General Fund. The City of Snohomish's 2016 property tax levy was the lowest of all the cities in Snohomish County and is also projected to remain the lowest rate in 2017. The City's share of the 2016 tax levy was only 7.06% of the total levy paid by residents. The other taxing districts are Snohomish County at 6.77%, Fire District #4 at 13.03%, Hospital District #1 at 2.33%, Sno-Isle Library at 3.86%, and Snohomish School District at 66.95%.

CITY	2016 TAX RATE
City of Stanwood	3.86089462
City of Everett	3.06779647
City of Marysville	2.68134598
City of Mill Creek	2.38374162
Town of Darrington	2.34594308
City of Arlington	2.30569541
City of Lynnwood	2.29948798
City of Mountlake Terrace	2.01566122
City of Edmonds	2.00297912
Town of Woodway	1.97820308
City of Sultan	1.70689068
City of Bothell	1.69169057
Town of Index	1.68678484
City of Mukilteo	1.67412106
City of Granite Falls	1.66003588
City of Brier	1.60334449
City of Gold Bar	1.45703393
City of Lake Stevens	1.43107957
City of Monroe	1.15437999
City of Snohomish	0.97483124

Tax District	2016 Tax Rate
County	0.93
City	0.97
Fire District #4	1.79
Hospital District #1	0.32
Sno-Isle Library	0.53
Snohomish School District	9.2
Total Levy	13.74

ANALYSIS:

The overall Assessed Valuation (AV) of all properties in the City is one variable in the determination of the Property Tax Levy. The other variables are the levy amount and equivalent levy rate – both subject to statutory limitations. The City has received the preliminary 2016 real & personal property values, new construction values and estimated amount for assessments and refunds from the Snohomish County Assessor. Real property valuation for 2017 is \$1,329,699,062. This reflects a 9.5% increase in overall AV. The portion of overall AV related to new construction and improvements totals \$21,649,900. A history of assessed valuations is provided:



Assessed values of all properties located within the City of Snohomish city limits are used to distribute the tax burden rather than set the amount of taxes collected. All individual property owner assessed values make up the total overall property assessed valuations as noted above. An increase in assessed value does not automatically mean an equivalent increase in the tax amount collected. Likewise, a decrease in assessed value does not automatically mean a decrease in the tax amount collected. A history of average values is provided to show the changes in average individual values over the last ten plus years. Dramatic shifts in value, from an average high of \$317,100 in 2009, due to the recession hit a low in value for 2013. In 2016, average values rose 8.8% to the current average value of \$269,000. For 2017 average home values will be provided by Snohomish County by February 2017. Based on market trends, home values have been rising and for the purposes of discussion, staff has used an estimated value increase of 5%. Due to a number of variables affecting specific properties, an individual property owner may or may not see a 5% increase in value.

CITY OF SNOHOMISH
Historical Residential Home Values

Year	Value	YOY % Chg	YOY \$ Chg
2017	282,450	5.0%	\$ 13,450
2016	269,000	8.8%	\$ 21,800
2015	247,200	8.3%	\$ 19,000
2014	228,200	12.8%	\$ 25,900
2013	202,300	-5.1%	\$ (10,800)
2012	213,100	-16.3%	\$ (41,400)
2011	254,500	-9.9%	\$ (27,900)
2010	282,400	-10.9%	\$ (34,700)
2009	317,100	2.5%	\$ 7,800
2008	309,300	13.1%	\$ 35,900
2007	273,400	23.4%	\$ 51,900
2006	221,500	12.5%	\$ 24,600

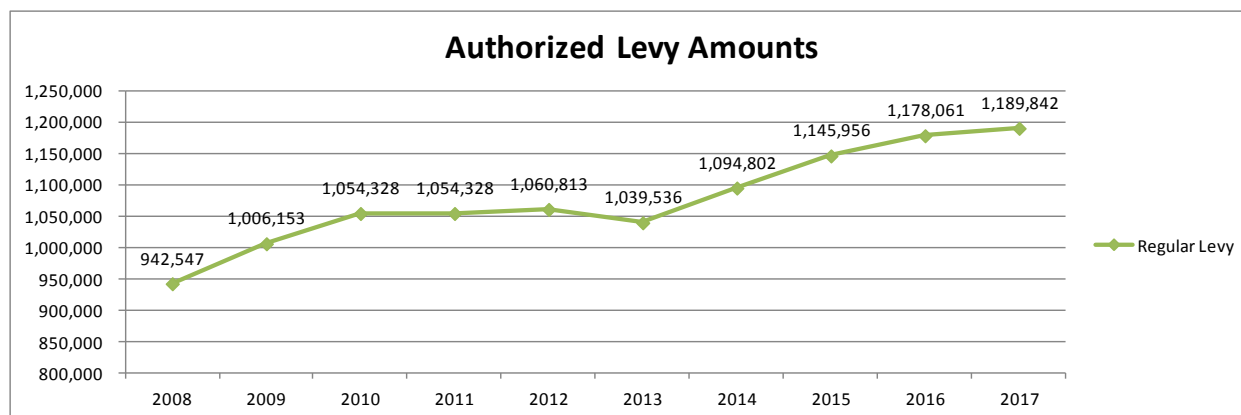
**ESTIMATE ONLY - Final assessed values will not be available from Snohomish County until February 2017*

The next variable in determining property tax is the City levy amount, which is set by each taxing jurisdiction according to State Law. Each year, a City's authorized levy amount is based on and compared to the highest amount that can lawfully be levied since 1985. The legislative enactment of provisions adopted by voters through I-747 restricts the City's levy amount to an increase of no more than 1%. The annual regular levy limit is 101% of the City's previous year levy amount plus additional amounts for new construction, state assessments and refunds.

In other words, the City Council may elect a levy amount increase up to 1% of the amount levied last year. However, the City Council may increase the levy amount more than 1% if banked capacity levy amounts are available. Banked capacity amount is the difference between the highest lawful levy amount and the current year actual levy amount.

Banked capacity means that there is capacity reserved to levy over the allowed 1% amounts that had not been levied in prior years. The City currently has a banked capacity of approximately \$983,826.34 (this is the actual or available banked capacity based on the City's statutory levy limit). This amount or a portion could be levied in addition to the 2017 tax levy plus the 1%; however, the \$3.60 statutory levy rate limitation discussed below restricts the City's ability to levy the full amount of banked capacity.

For 2017, the City Council has authority to levy the 2016 amount of \$1,178,067.51, plus a 1% increase of \$11,780.68 plus an increase for new construction provisions (RCW 84.55.010) which is \$21,649,900 plus the amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property which for 2017 is unknown at this time. Total proposed 2017 levy amount is \$1,189,842. A history of City levy amounts is provided below:



Once a City Council establishes an authorized levy amount that meets required limitations, the equivalent levy rate is then calculated. The formula for determining levy rate is: levy amount divided by AV times 1000. For 2017 the estimated tax levy rate is 0.89 ($\$1,189,842 / \$1,329,699,062 \times 1000$). This proposed tax levy rate is subject to two state imposed limitations as per Ch. 84.52.043 RCW.

The \$5.90 Aggregate Limit is the aggregate levies of junior taxing districts and senior taxing districts that shall not exceed five dollars and ninety cents per thousand dollars of AV. Senior tax districts (County and City) take priority over junior tax districts (Fire, Library, Hospital) and the combined tax rates cannot exceed the limitation. Junior tax district tax rates may be subject to reduction if senior tax districts encumber the Aggregate Limit. For 2017, since the City is a senior tax district, the estimated 0.89 tax rate meets the \$5.90 limitation.

The Statutory Dollar Rate Limit pertains to cities, in Washington State, if annexed to a library district or fire district with a combined regular tax rate of up three dollars and sixty cents per one thousand dollars of AV. The \$3.60 rate limitation means that the City rate is restricted by Fire District #4 tax rate and Sno-Isle tax rate all not to exceed the dollar rate threshold. The Statutory Dollar Rate Limit is the final variable in the calculation of property tax. For 2017, since the City Fire District #4 and Sno-Isle Library combined estimated total levy is 3.21, the proposed City 0.89 tax levy rate \$3.60 limitation.

Cities also have the ability to increase the tax rate by a vote of the people, to allow for the “lift” of the 1% limit (lid). This increase is typically referred to as a Lid Lift and the amount of the lift is subject to the Statutory Dollar Rate Limit (\$3.60). Another means for increasing the tax rate is by voter-approved debt or excess levy that can increase the tax rate above the Statutory Dollar Rate Limit (\$3.60). There is no excess levy for 2017.

The City property tax levy rate is included in the overall property tax levy rates, composed of a number of levies from other taxing jurisdictions and differs depending on Tax Code Area (TCA). The predominant City TCA (735) overall levy rate for 2016 is \$13.74. At the time of this writing, no information was available to the City on the proposed 2017 tax levy rates of other taxing jurisdictions.

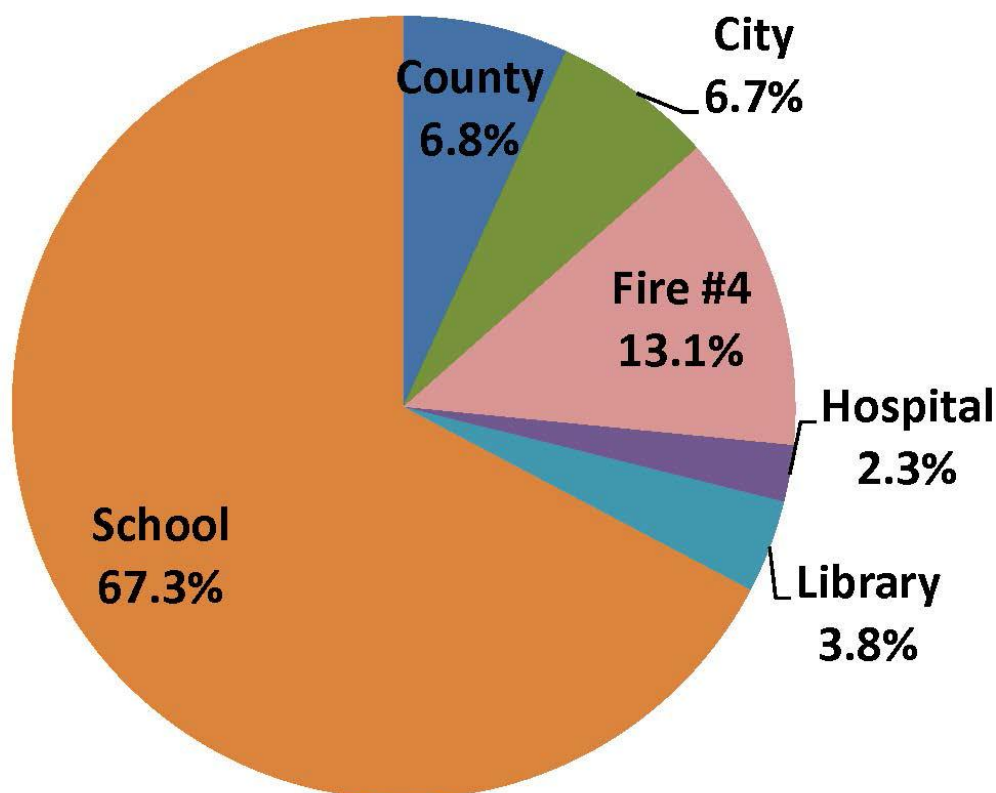
PUBLIC HEARING 6b

The City portion of the overall 2017 tax levy rate is anticipated to decrease from \$0.97 per \$1,000 AV to \$0.89 per \$1,000 AV. For discussion purposes, staff has used 2016 levy rates for other tax jurisdictions and 2017 City tax levy rate for an estimated combined 2017 levy rate of \$13.66.

Tax District	2017 Est Rate	2016 Tax Rate
County	0.93	0.93
City	0.89	0.97
Fire #4	1.79	1.79
Hospital	0.32	0.32
Library	0.53	0.53
School	9.20	9.20
Total Rate	13.66	13.74

Levy rates displayed another way shows the City tax levy rate in proportion to the overall estimated levy rates. In other words, the City receives a share of the overall property tax dollar based on the predominant TCA rate. In 2017, the City share of total property taxes is anticipated to be 6.7%.

2017 Estimated Share of Property Tax by Jurisdiction



PUBLIC HEARING 6b

A city is required to certify an annual property tax levy no later than November 30 of each year. This property tax levy is then used to calculate an individual property owner tax bill. After all of the levy amount and levy rate components and related limitations have been applied to the proposed 2017 property tax levy and equivalent tax rate, individual property owners assessed valuations will be used to calculate property taxes. For a City of Snohomish average-valued home, the City property tax portion is expected to decrease depending on 2017 individual property valuation:

City of Snohomish

Property Taxes - City Portion based on estimated average valued home

Tax Bill Formula:

Value/1000 x Levy Rate

			<i>Annual City Portion</i>
2016			
\$	269,000 /1000	\$ 269.00 x .97483124	\$ 262.23
2017			
\$	282,450 /1000	\$ 282.45 x .89482051	\$ 252.74
Estimated Change 2016 to 2017			\$ (9.49)

Given the levy limitation factors and continuing revenue challenges in funding ongoing City services, staff recommends that the City Council implement a new levy rate to include the 1% increase and has included this increase in proposed Ordinance 2320.

STRATEGIC PLAN REFERENCE: The City's property tax revenues can be used for any general governmental purpose and affects, either directly or indirectly, all of the components of the Plan. The City's Revenue Budget is the annual operational plan by which the Strategic Plan Goals are addressed.

RECOMMENDATION: That the City Council **RECEIVE** public testimony and **ADOPT** Ordinance 2320.

ATTACHMENT: Ordinance 2320 - 2017 Property Tax 1% Levy Increase

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2320

**AN ORDINANCE OF THE CITY OF SNOHOMISH LEVYING TAXES
UPON ALL PROPERTY – REAL, PERSONAL, AND UTILITY, SUBJECT
TO TAXATION WITHIN THE CORPORATE LIMITS OF THE CITY OF
SNOHOMISH, WASHINGTON FOR THE YEAR 2017**

**THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO
ORDAIN AS FOLLOWS:**

Section 1. For the year 2017 there is hereby levied upon all the property – real, personal, and utility, subject to taxation within the corporate limits of the City of Snohomish, Washington, a regular levy of \$1,178,067.51, plus an increase of \$11,780.68, which is an increase of 1%, plus an increase equal to the maximum amount allowed under the new construction provisions of R.C.W. 84.55.010, plus the maximum amount allowed for annexations, improvements to property, refunds made and increases in the value of state assessed property. The levy hereby authorized shall be allocated to the General Fund at the time the final budget for 2017 is adopted.

Section 2. Following adoption, the City Clerk is hereby directed to provide two certified copies of this ordinance to the Snohomish County Assessor.

Section 3. Effective Date. This ordinance shall become effective January 1, 2017.

ADOPTED by the City Council and **APPROVED** by the Mayor this 15th day of November, 2016.

CITY OF SNOHOMISH

By _____
Karen Guzak, Mayor

ATTEST:

APPROVED AS TO FORM:

By _____
Pat Adams, City Clerk

By _____
Grant K. Weed, City Attorney

PUBLIC HEARING 6c

Date: November 15, 2016
To: City Council
From: Larry Bauman, City Manager
Subject: **Adoption of the 2017 Budget – First Public Hearing**

SUMMARY: The purpose of this agenda item is to conduct a public hearing and accept public testimony regarding the 2017 Budget. The hearings will be held over two consecutive regular City Council meeting dates. The second of these is scheduled for a special meeting on December 5, 2016. Following that second hearing's testimony, the City Council may take action to adopt the budget. Ordinance 2318 for budget adoption is attached for City Council review.

BACKGROUND: As the City Council is aware, a workshop was held on October 18, 2016, for review of the Recommended Budget at the departmental level. The following are changes to the September 30th Recommended 2017 Budget, as directed by City Council during the budget workshop or other updated budget allocation amounts that were unknown at the time of the publication of the Recommended Budget and actions taken during the budget development process for 2017:

- Updated 2017 Non-Departmental expenditures for contribution to the Snohomish Health District
 - Impact +\$19,250
- Updated 2017 Non-Departmental expenditures for the publication of the quarterly City magazine
 - Impact +\$13,500

As a result, the budget document provided as a basis for the public hearings is modified from the September 30 Recommended 2017 Budget. The City's final 2017 Budget is available for public review online at the City's webpage at <http://www.snohomishwa.gov/DocumentCenter/View/2427>.

ANALYSIS: Overall revenues for the 2017 Budget are projected at \$28,153,060 plus beginning fund balance of \$19,148,657, for total 2017 sources of \$47,301,717. Continued trends of modest revenue growth, coupled with the pressures of inflation and increasing expenditures require a continued conservative approach to allocation of resources. Budget reductions made in virtually every department and operational division during 2009-2012 and the effort to restore resources in 2013-2016 have been met with future structural imbalances in the General Fund, as forecasted revenues are not expected to support increasing expenditures, thus impacting reserve levels. A five-year financial plan and modeling effort is proposed to continue in 2017 to tackle the City of Snohomish's General Fund financial condition.

For the 2017 Budget, projected revenues do not support the continued restoration of resources started in 2013; however, the 2017 Budget largely continues a conservative budgeting approach

PUBLIC HEARING 6c

initiated at the start of the economic recession beginning in 2009. The economic conditions caused during this recession continued in lessening degrees in the most recent years but have continued to impact the City's operational budgets primarily in the form of constrained growth in sales tax revenues. It is sales tax revenue that accounts for the largest share of the City's General Fund resources. The General Fund is the City's core budget fund and supports the costs of basic governmental services: police, streets maintenance, parks, facilities and fleet maintenance, planning services, economic development and general administration of City government. The basic and conservative assumption embedded in the 2017 Budget is that we should be careful not to expect that recent trends of improvements in General Fund revenues should be relied upon as sustainable trends. As it did for 2016, this budget projects a modest increase in revenue sources for the General Fund in 2017.

The 2017 budget includes changes supported by Council during the 2017 budget development workshop and discussions as listed below:

- Leave 5 positions vacant –two new vacated positions, Water Treatment Plant Operator (Water Fund) and Community Services Officer (Law Enforcement), plus the three positions previously vacated for 2016, which were the Office Assistant II (City Manager division), Utility Engineering Specialist (Engineering division) and Maintenance Worker I (Water Fund);
- Add \$19,250 for Snohomish Health District support;
- Add \$13,500 for publication of quarterly City magazine;

The goals and action strategies of the City's Strategic Plan were also provided as reference points for Council to develop both 2017's budget priorities and annual goals. The annual budget is the primary implementation tool for the Strategic Plan goals and action strategies. For 2017, the City Council has developed a revised list of goals focused on achieving results primarily with existing staff. The recommended amounts for the 2017 Budget appear sufficient to achieve these Council goals.

The 2017 Budget is essentially conservative in its dependence on projected revenue growth and in recommending additional expenditures from revenue sources. The primary objectives of the additional expenditures for personnel, maintenance costs, and technology investments are to support the ongoing work of staff in meeting community service demands.

Major cost drivers affecting the 2017 Budget include:

- Law enforcement and criminal justice costs continue as significant cost elements for General Fund expenditures although no new significant costs for law enforcement have been identified to date; Parks and Streets operating costs increase based on additional maintenance requirements associated with new capital improvement projects;
- Personnel benefit increase primarily due to medical premium increases.

The 2017 Budget anticipates a total of \$18,915,385 of ending, restricted, assigned, committed and unassigned fund balances. This is a decrease of \$233,272 from the 2016 estimated ending

PUBLIC HEARING 6c

balance figures. The General Fund ending balance declines approximately \$64,828 but still meets the Council-approved policy of maintaining at minimum a 15% - 20% reserve for this fund. The Enterprise Utility Funds are estimated to increase \$89,074, and these funds are largely restricted and assigned for operating reserve, capital improvements and debt service obligations. The increases are a result of rate changes, revised and planned capital improvements, debt service obligations and operating reserve requirements. The reserves in the Facilities/Fleet, Equipment Replacement and Information Services internal service funds are committed for future capital equipment replacements and new purchases and are projected to increase \$118,617.

Utility rate adjustments include a 2.25% increase for Water rates and a 2.0% increase for Storm Water rates in 2017. Wastewater rates will decrease overall by 10%. The projected reserves in the Fleet/Facilities Fund (\$590,508) and Information Services Fund (\$184,410) are for future capital equipment replacements and new purchases based on an updated equipment replacement plan for each type of asset. The following is a summary list of estimated beginning and ending fund balance for 2017:

Fund	Fund Name	Estimated Beginning Fund Balance	2017 Revenue Recommended Budget	2017 Expenses Recommended Budget	Estimated Ending Fund Balance
001	General	1,745,196	9,095,305	9,160,133	1,680,368
102	Streets	121,494	1,044,175	1,051,670	113,999
104	Park Impact Fee	359,949	135,230	0	495,179
107	Visitor Promotion	6,956	8,020	11,500	3,476
108	PBIA	18,830	24,075	20,000	22,905
113	Police Seizure	56,437	0	55,000	1,437
117	Real Estate Excise Tax	1,037,841	601,800	852,875	786,766
125	Traffic Impact Fee	450,030	349,306	145,000	654,336
205	Debt Service	14,054	60,773	61,223	13,604
310	Municipal Capital Projects	98,925	665,000	730,000	33,925
311	Street Capital Projects	425,649	2,510,500	2,929,281	6,868
401	Water Utility	2,586,613	2,787,078	2,709,512	2,664,179
402	Wastewater Utility	7,787,797	4,727,509	4,737,490	7,777,816
403	Solid Waste	-13,103	2,091,000	2,050,432	27,465
404	Stormwater Utility	1,909,394	1,627,300	1,646,379	1,890,315
501	Fleet & Facilities	578,678	922,950	911,120	590,508
502	Information Services	151,872	559,255	526,717	184,410
503	Self-insurance	4,600	5,010	5,000	4,610
505	Equipment Replacement	199,530	136,249	62,000	273,779
604	Carnegie Restoration	35,387	25	35,000	412
130	TBD	1,572,528	802,500	686,000	1,689,028
Fund Totals		19,148,657	28,153,060	28,386,332	18,915,385

PUBLIC HEARING 6c

STRATEGIC PLAN REFERENCE: The 2017 Budget responds generally to the scope as well as to specific initiatives of the current Strategic Plan.

RECOMMENDATION: That the City Council OPEN a public hearing for public testimony and consideration of the 2017 Budget and CONTINUE the hearing to the December 5, 2016 Council meeting for final testimony, review and potential adoption at that time.

ATTACHMENT: Ordinance 2318 – 2017 Budget

REFERENCE DOCUMENT: 2017 Recommended Budget (website link):

<http://www.ci.snohomish.wa.us/DocumentCenter/View/3147>

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2318

AN ORDINANCE ADOPTING A BUDGET FOR THE CITY OF SNOHOMISH, WASHINGTON FOR THE YEAR 2017, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED BEGINNING FUND BALANCES, REVENUES, AND APPROPRIATIONS FOR EACH SEPARATE FUND, AND ENDING FUND BALANCES FOR ALL SUCH FUNDS COMBINED

WHEREAS, State law requires that the City adopt an annual budget before the end of each calendar year; and

WHEREAS, the City Council has held a public workshop on October 18, 2016 for the purpose of preparation of the City's 2017 Budget; and

WHEREAS, the City Manager has recommended a budget as provided by law; and

WHEREAS, on November 1, 2016 and November 15, 2016, the City Council held public hearings on the City Manager's 2017 Recommended Budget, also as required by law;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. In accordance with the provisions of RCW 35A.33.075, the budget of the City of Snohomish for 2017, in aggregate amount of \$47,534,989 is hereby adopted.

Section 2. The totals of budgeted revenues and appropriations for each separate fund are set forth in summary form as follows:

Summary Revenues, Expenditures, and Fund Balance

Fund	Fund Name	Estimated Beginning Fund Balance	2017 Revenue Recommended Budget	2017 Expenses Recommended Budget	Estimated Ending Fund Balance
001	General	1,745,196	9,095,305	9,160,133	1,680,368
102	Streets	121,494	1,044,175	1,051,670	113,999
104	Park Impact Fee	359,949	135,230	0	495,179
107	Visitor Promotion	6,956	8,020	11,500	3,476
108	PBIA	18,830	24,075	20,000	22,905
113	Police Seizure	56,437	0	55,000	1,437
117	Real Estate Excise Tax	1,037,841	601,800	852,875	786,766
125	Traffic Impact Fee	450,030	349,306	145,000	654,336
205	Debt Service	14,054	60,773	61,223	13,604
310	Municipal Capital Projects	98,925	665,000	730,000	33,925
311	Street Capital Projects	425,649	2,510,500	2,929,281	6,868
401	Water Utility	2,586,613	2,787,078	2,709,512	2,664,179
402	Wastewater Utility	7,787,797	4,727,509	4,737,490	7,777,816
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501	Fleet & Facilities	578,678	922,950	911,120	590,508
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604	Carnegie Restoration	35,387	25	35,000	412
130	TBD	1,572,528	802,500	686,000	1,689,028
Fund Totals		19,148,657	28,153,060	28,386,332	18,915,385

Section 3. The City Clerk is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 4. This ordinance shall take effect and be in force January 1, 2017.

ADOPTED by the City Council and **APPROVED** by the Mayor this 5th day of December, 2016.

CITY OF SNOHOMISH

By _____
KAREN GUZAK, MAYOR

Attest:

Approved as to form:

By _____
PAT ADAMS, CITY CLERK

By _____
GRANT K. WEED, CITY ATTORNEY

Date of Publication: _____

Effective Date: _____

ACTION ITEM 7

Date: November 15, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Approval of Letter of Support for Changes to Southern UGA County Development Regulations**

SUMMARY: The purpose of this agenda item is to review and approve a letter of support regarding potential changes in development regulations for a portion of the City's Southern Urban Growth Area (UGA). The concept of these proposed changes to development regulations as currently understood by staff is that it would affect only the parcels previously used as the Seattle-Snohomish Mill. The City Council directed staff to draft a letter of support for its review. Attachment A, a draft letter of support, is provided for Council review.

BACKGROUND: As the City Council is aware, Sean Sullivan, a representative of Megan McMurray and other property owners of the Seattle-Snohomish Mill site, has requested a letter of support from the City Council. While the parcels that formerly held the mill operations are part of the City's Southern UGA, this area remains part of unincorporated Snohomish County and under the County's regulatory control. Snohomish County development regulations determine permitted uses on the site. The request by property owners specifically asks for Council support of proposed changes to development regulations that constrain the site to only lumber mill (as a non-conforming use), recreational or agricultural uses. The property owners consider lumber mill operations no longer viable economic uses of the site, and no recreational uses are proposed by the property owners or by Snohomish County. The land value would probably make agricultural uses not economically viable as well. As a result, the prospect of these parcels remaining vacant and unused is a likely outcome under the current development regulations. The property owners propose regulatory amendments by Snohomish County to permit development consistent with the full range of underlying County zoning uses for the Light Industrial zone (see Attachment B for zoning use matrix).

ANALYSIS: Existing Snohomish County development regulations for the underlying Light Industrial (LI) zone permit a wide range of uses. Councilmembers should not expect that any single use as permitted for the LI zone would be a likely outcome for development of the property. To the best of City staff's knowledge no specific developer or development concept is proposed by the property owners at this time. Council may consider all permitted uses in the LI zone as potential outcomes for redevelopment of the site if regulatory changes proposed by the property owners are enacted.

Staff envisions no probable positive impacts for the Snohomish community from allowing the property to remain vacant and unused under current regulatory controls. Potential community concerns if no regulatory changes were to be approved by Snohomish County for the site may include:

ACTION ITEM 7

- Deterioration of remaining structures over time;
- A blighted property remaining at a key City entryway and in view from the City's Historic Business District;
- An attractive nuisance developing over time that could potentially attract homeless individuals and become a target for vandalism and become a risk of structure fires.

The draft letter of support also states that the City would be prepared to review and comment on any proposed revised regulations as they may be developed. It would be staff's intention to review any future proposed regulatory changes with Council to determine what comments, if any, would be appropriate. Staff would also intend to keep Council apprised of other key actions that may be taken regarding these proposed regulatory changes.

The draft letter of support does not address any potential future action concerning City annexation of the Southern UGA, and the property owners have not proposed annexation of their parcels at this time. The City Council has not indicated that such regulatory changes would result in a future annexation. However, a proposed redevelopment concept for the area, if regulatory changes permit it, may influence the desire for future review of annexation potential of this area.

BUDGETARY IMPACTS: None at this time.

STRATEGIC PLAN REFERENCES: Initiative #3: Strengthen the community's connections to our rivers, Action Strategy C: Encourage land and business owners to make improvements along Snohomish's rivers; Initiative #6: Cultivate local businesses and promote the City as a great place to do business, Action Strategy C: Facilitate growth and the enhancement of community character by establishing plans and ordinances that support businesses and residents in key opportunity districts; and Initiative #7: Strengthen the City's attractiveness as a regional destination, Action Strategy D: Promote Snohomish's offerings to regional visitors.

RECOMMENDATION: That the City Council **REVIEW** the draft letter of support for changes to Snohomish County development regulations and **AUTHORIZE** the Mayor to sign the letter on behalf of the City Council.

ATTACHMENTS:

- A. Draft letter of support
- B. Snohomish County Urban Zoning Matrix

ACTION ITEM 7

ATTACHMENT A



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE ■ SNOHOMISH, WASHINGTON 98290 ■ TEL (360) 568-3115 FAX (360) 568-1375

November 15, 2016

Snohomish County Council
3000 Rockefeller Ave.
Everett, WA 98291

Re: Seattle-Snohomish Mill Site; 9525 Airport Way, City of Snohomish UGA

Dear County Councilmembers,

On behalf of the Snohomish City Council, I am writing to express the City's support of efforts by the owners of the Seattle-Snohomish Mill site to revise existing development regulations to allow the site to be redeveloped to its highest and best use. Existing regulations prevent that.

The highly visible site, on the south shore of the Snohomish River a half mile east of SR 9, is comprised of five parcels totaling 33.69 acres. It is in the City of Snohomish's Urban Growth Area.

For over 75 years a lumber mill had operated on the site. That use is no longer economically viable so the mill ceased operations earlier this year. Because it is located in a "density fringe area" (a FEMA flood zone designation), Snohomish County Code generally will only allow the site to be redeveloped for agricultural, parks, and recreational uses. Or, a lumber mill could continue on the site as a nonconforming use.

It is our understanding Megan McMurray, representing the property owners, is requesting the development regulations for their property be amended to allow development consistent with its current Light Industrial zoning designation. The City of Snohomish supports this request as it will benefit the City of Snohomish, its residents, and the greater community by providing increased opportunities for economic development.

We believe this prime real estate, which has not been used for agriculture in at least 75 years, will stay vacant if the current development regulations remain unchanged. As the buildings go unused they could deteriorate to the point where they become dangerous and an attractive nuisance is created. Having a blighted site at one of the entryways into the City would be highly undesirable, to say the least.

Amending the development code to be less restrictive on the uses that could occur on the site will improve the chances the site can be redeveloped which can have positive results. Leaving the code as-is can only produce negative results.

We look forward to the opportunity to provide specific comments on any proposed legislation to revise the existing development regulations for the site as requested by Seattle-Snohomish Mill site property owners.

Sincerely,

Karen Guzak
Mayor

ATTACHMENT B

Snohomish County Urban Zoning Matrix

TYPE OF USE	R9,600 ³⁴	R8,400 ³⁴	R7,200 ³⁴	T	LD/MR	MR	NB	PCB	CB ³⁴	GC ³⁴	FS	IP ³⁴	BP	LI ^{34,35}	HI ³⁴	MHP ³⁴	UC ³⁴
Accessory Apartment 62	A	A	A	A	A	A	A		A	A							
Adult Entertainment Business/Use ³²												P		P	P		
Agriculture ^{33,36}	P	P	P		P	P	P		P	P		P	P	P	P	P	
Airport, Stage 1 Utility ¹	C	C	C						P	P		P	P	P	P		
Airport-All Others												P	P	P	P		
Amusement Facility ^{31,32}								P	P	P		P		P	P		P
Antique Shop							P		P	P				P	P		P
Art Gallery ³⁴	C	C	C		C	C	P	P	P	P		P	P	P	P		P
Asphalt Batch Plant & Continuous Mix Asphalt Plant												P			P		
Auto Repair, Major										P		P	P	P	P		P
Auto Repair, Minor							P	P	P ³⁴	P	P	P	P	P	P		P
Auto Towing														P	P		
Auto Wrecking Yard														C ³⁴	P ³⁴		
Bakery							P ³⁴	P	P	P		P	P	P	P		P
Bed and Breakfast Guesthouse ³⁴	C	C	C	C	C	C										C	
Billboards ³⁴																	
Non-digital										P				P	P		
Digital										P				P	P		

ACTION ITEM 7

TYPE OF USE	R9,600 ²⁰¹³	R8,400 ²⁰¹³	R7,200 ²⁰¹³	T	LDWR	MR	NB	PCB	CB ²⁰¹³	CC ²⁰¹³	FS	IP ²⁰¹³	BP	LI ²⁰¹³	HI ²⁰¹³	MHP ²⁰¹³	UC ²⁰¹³
Boarding House	P ²¹	P ²¹	P ²¹		P	P	P		P	P						P	P
Boat Launch, Commercial ²¹									C	C				C	C		P
Boat Launch, Non-commercial ²¹	C	C	C		C	C			C	C				C	C		
Boat Sales										P				P	P		
Caretaker's Quarters												P	P	P	P		
Cemetery, Columbarium, Crematorium, Mausoleum ²¹	C	C	C		C	C			P	P		P	P	P	P		P
Church ^{21, 22}	C	C	C		P	P	P	P	P	P		P	P	P	P		P
Cleaning Establishment							P	P	P	P		P	P	P	P		P
Clubhouse					C	C	C	P	P	P		P	P	P	P	P	P
Cold Storage										P		P	P	P	P		
Commercial Vehicle Storage Facility										P		P	P	P	P		
Community Club	C	C	C		C	C	C		P	P		P	P	P	P	P	P
Community Facilities for Juveniles ²⁰¹³																	
1 to 8 Resident Facility	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P
9 to 24 Resident Facility	S	S	S	S	S	S	P	P	P	P		P	P	P	P	P	P
Construction Contracting										P		P	P	P	P		P ²⁰¹³
Country Club	C	C	C									P	P	P	P		P
Craft Shop ²¹									P ²¹	P		P	P	P	P		P
Day Care Center ^{2, 22}	C	C	C		C	C	P	P	P	P	P	P	P	P	P	A	P
Department Store								P	P ²¹	P				P	P		P

ACTION ITEM 7

TYPE OF USE	R9,600 ³³	R8,400 ³³	R7,200 ³³	T	LDNR	MR	NB	PCB	CB ³³	FS	IP ³³	BP	LF ³³	HI ³³	NHP ³³	UC ³³
Distillation of Alcohol											P	P	P	P		P
Distillation of Wood, Coal, Bones or Manufacturing of Their By-products											P			P		
Dock & Boathouse, Private, Non-commercial ³³	P	P	P	P	P	P	P		P		P	P	P	P		
Drug Store							P	P	P	P ³³			P	P		P
Dwelling, Attached Single Family	P	P	P	P	P	P	P	P	P							
Dwelling, Cottage Housing ³³	A	A	A	A	A											
Dwelling, Duplex	P	P	P	P	P	P	P	P	P							
Dwelling, Mobile Home	P ³³	P ³³	P ³³	P ³³	P ³³	P	P ³³		P ³³						P	
Dwelling, Multifamily					P	P	P	P	P			P ³³				P
Dwelling, Single Family	P	P	P	P	P	P	P	P ³³	P			P ³³			P ³³	
Dwelling, Townhouse ³³			A	P	P	P	P	P	P							P
Electric Vehicle Infrastructure																
Electric Vehicle Charging Station - Restricted, Level 1, and Level 2 ³³	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Electric Vehicle Charging Station - Public, Level 1 and Level 2							P	P	P	P	P	P	P	P		P
Electric Vehicle Charging Station, Level 3	C ³³	C ³³	C ³³	C ³³	C ³³	C ³³	P	P	P	P	P	P	P	P		P
Battery Exchange Stations	C ³³	C ³³	C ³³	C ³³	C ³³	C ³³	P	P	P	P	P	P	P	P		P
Explosives, Manufacturing											P			P		
Explosives, Storage											P			P		

ACTION ITEM 7

TYPE OF USE	R9,600 ⁽¹⁾	R8,400 ⁽¹⁾	R7,200 ⁽¹⁾	T	LDMR	MR	NB	PCB	CB ⁽²⁾	GC ⁽²⁾	FS	IP ⁽³⁾	BP	LP ⁽⁴⁾	HP ⁽⁵⁾	MHP ⁽⁶⁾	UC ⁽⁷⁾
Extraction of Animal or Fish Fat or Oil												P			P		
Fabrication Shop										P		P	P	P	P		P ⁽⁸⁾
Fairgrounds										P		P	P	P	P		
Fallout Shelter, Individual	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
Fallout Shelter, Joint ⁽²⁾	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P
Family Day Care Home ⁽¹⁾	P	P	P	P	P	P	P		P	P						P	
Farm Product Processing																	
Up to 5,000 sq ft									P	P				P	P		
Over 5,000 sq ft ⁽³⁾									A	P				P	P		
Farm Stand																	
Up to 400 sq ft ⁽⁴⁾	P	P	P						P	P				P	P		P
401 to 5,000 sq ft ⁽⁴⁾																	
Farmers Market ⁽⁵⁾										P			P	P	P		P
Financial Institutions							P	P	P	P		P	P	P	P		P
Fish Farm												P	P	P	P		
Fix-it Shop								P	P ⁽⁶⁾	P		P	P	P	P		P
Forestry												P		P	P		
Forge, Foundry, Blast Furnace for Melting of Ore																	
Foster Home	P	P	P	P	P	P	P		P	P						P	
Fuel & Coal Yard										P		P	P	P	P		

ACTION ITEM 7

TYPE OF USE	R9,600 ¹⁰	R8,400 ¹⁰	R7,200 ¹⁰	T	LDMR	MR	NB	PCB	CB ¹⁰	GC ¹⁰	FS	IP ¹⁰	BP	LP ¹⁰	HI ¹⁰	MHP ¹⁰	UC ¹⁰
Garage, Detached Private Accessory ¹⁰																	
Up to 2,400 sq ft	P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	
2,401 - 4,000 sq ft on More than 3 Acres ^{10,11}	P	P	P	P	P	P	P	P	P	P		P	P	P	P		
2,401 - 4,000 sq ft on Less than 3 Acres ^{11,12}	A	A	A	A	A	A	A	A	A	A		A	A	A	A		
4,001 sq ft and Greater ^{11,12}	C	C	C	C	C	C	C	C	C	C		C	C	C	C		
Garage, Detached Private Non-accessory ¹⁰																	
Up to 2,400 sq ft	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
2,401 sq ft and greater ^{10,11}	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
Golf Course and Driving Range	C	C	C						P	P		P	P	P	P		
Government Structures & Facilities ^{12,13}	C	C	C	C	C	C	C	P	P	P		P	P	P	P		P
Greenhouse, Lath House, & Nurseries: Retail							P	P	P	P				P	P		
Greenhouse, Lath House, & Nurseries: Wholesale							P	P	P	P		P	P	P	P		
Grocery Store							P	P	P ¹⁰	P	P ¹⁰			P	P		P
Grooming Parlor							P	P	P	P			P ¹⁰	P	P		P
Guesthouse ¹⁴	P	P	P	P	P	P	P	P	P	P						P	
Gymnasium								P	P	P		P	P	P	P		P
Hardware Store							P	P	P	P				P	P		P
Hazardous Waste Storage & Treatment Facilities, Offsite ¹⁵												C	C	C	C		
Hazardous Waste Storage & Treatment Facilities, Onsite ¹⁵							P	P	P	P	P	P	P	P	P		
Health and Social Service Facility ¹⁶																	

ACTION ITEM 7

TYPE OF USE	R9,600 ²¹	R8,400 ²¹	R7,200 ²¹	T	LDMR	MR	NB	PCB	CB ²²	GC ²³	FS	IP ²⁴	BP	LP ²⁵	HI ²⁶	MHP ²⁷	UC ²⁸
Level I	P	P	P	P	P	P	P	P	P	P			P			P	P
Level II ^{29,30}	C	C	C		C	C	C	P	P	P			P			C	P
Level III						C	C	P	P	P		P		P	P	C	P
Home Improvement Center							P	P	P ³¹	P				P	P		P
Home Occupation ³²	P	P	P	P	P	P	P		P	P						P	P
Hotel/Motel					C	C		P	P	P	P			P ³³			P
Junkyard														C ³⁴	P ³⁵		
Kennel, ³⁶ Commercial ³⁷	C	C	C						P	P		P	P	P	P		
Kennel, ³⁸ Private-Breeding ³⁹	P	P	P		P	P	P		P	P		P	P	P	P		
Kennel, ⁴⁰ Private-Non-Breeding ⁴¹	P	P	P		P	P	P		P	P		P					
Laboratory										P		P	P	P	P		P
Library ⁴²	C	C	C		C	C	C	P	P	P		P	P	P	P		P
Licensed Practitioner ^{29,43}					C	C	P	P	P	P		P	P	P	P		P
Livestock Auction Facility												P		P	P		
Locksmith							P	P	P ⁴⁴	P		P	P	P	P		P
Lumberyard										P		P	P	P	P		
Manufacturing, Heavy ⁴⁵												P			P		
Manufacturing-All Other Forms Not Specifically Listed ⁴⁶												P	P	P	P		P ⁴⁷
Marijuana Processing ^{48,49}												P	P	P	P		
Marijuana Production ^{50,51}												P	P	P	P		

ACTION ITEM 7

TYPE OF USE	R9,600 ²²	R8,400 ²³	R7,200 ²⁴	T	LDNR	MR	NB	PCB	CB ²⁵	GC ²⁶	FS	IP ²⁷	BP	LP ²⁸	HF ²⁹	MHP ³⁰	UC ³¹
Marijuana Retail ³²																	
Massage Parlor									P	P		P	P	P	P		P
Medical Clinic ³³					C	C	P	P	P	P		P	P	P	P		P
Mini Self-Storage								P		P		P	P	P	P		
Mobile Home Park ³⁴					C	C			C	C						P	
Mobile Home & Travel Trailer Sales										P		C ³⁵		P	P		
Model Hobby Park ³⁶													A	A	A		
Model House/Sales Office	P	P	P	P	P	P	P	P	P	P							P
Mortuary					C	C			P	P		P	P	P	P		P
Motocross Racetrack ³⁷										C ³⁸		C ³⁹	C ⁴⁰	C ⁴¹	C ⁴²		
Motor Vehicle & Equipment Sales									P ⁴³	P				P	P		
Museum ⁴⁴	C	C	C		C	C	C	P	P	P		P	P	P	P		P
Office, General							P	P	P	P		P	P	P	P		P
Park, Public ⁴⁵	P	P	P		P	P	P	P	P	P		P	P	P	P		P
Park-and-Pool Lot	C	C	C	C	C	C	P	P	P	P	P	P	P	P	P		P
Park-and-Ride Lot	C	C	C	C	C	C	P	P	P	P	P	P	P	P	P		P
Personal Services Shop							P	P	P ⁴⁶	P		P ⁴⁷	P ⁴⁸	P	P		P
Personal Wireless Communications Facilities ^{49, 50, 51, 52, 53, 54}	C	C	C	C	C	C	C	C	C	C	C	P	P	P	P	C	P ⁵⁵
Pet Shop							P	P	P	P			P ⁵⁶	P	P		P
Petroleum Products & Gas Storage - Bulk ⁵⁷										P		P	P	P	P		

ACTION ITEM 7

TYPE OF USE	R9,600 ¹⁰	R8,400 ¹⁰	R7,200 ¹⁰	T	LDMR	MR	NB	PCB	CB ¹⁰	GC ¹⁰	FS	IP ¹⁰	BP	LI ¹⁰	HI ¹⁰	MHP ¹⁰	UC ¹⁰
Petroleum Refining ¹⁰												P					
Print Shop									P ¹⁰	P		P	P	P	P		P
Printing Plant								P		P		P	P	P	P		P ¹⁰
Race Track ^{10, 11, 12}										C		P	P	P	P		
Railroad Right-of-way	C	C	C	C	C	C	P	P	P	P	P	P	P	P	P		P
Recreational Facility Not Otherwise Listed	C	C	C		C	C	P	P	P	P		P	P	P	P		P
Recreational Vehicle Park									C	C	P					C	
Rendering of Fat, Tallow, or Lard ¹⁰												P			P		
Restaurant							P	P	P	P	P	P ¹⁰	P ¹⁰	P	P		P
Retail Store							P	P	P ¹⁰	P			P ¹⁰	P	P		P
Retirement Apartments				P	P	P	P	P	P	P						P	P
Retirement Housing				P	P	P	P	P	P	P						P	P
Rolling or Blooming Mills												P			P		
Sanitary Landfill ¹⁰	C	C	C						C	C		C	C	C	C		
Sawmill										P		P	P	P	P		
Schools																	
K-12 & Preschool ^{10, 11, 12, 13}	C	C	C		C	C			P	P		P	P	P	P		P
College ^{10, 11}	C	C	C		C	C			P	P		P	P	P	P		P
Other ^{10, 11}					C	C			P	P		P	P	P	P		P
Second Hand Store									P ¹⁰	P				P	P		P

ACTION ITEM 7

TYPE OF USE	R9,600 ²¹	R8,400 ²¹	R7,200 ²¹	T	LDWR	MR	NB	PCB	CE ²²	GC ²²	FS	IP ²²	BP	LF ²²	HI ²²	MHP ²²	UC ²²
Service Station ²¹							P	P	P ²²	P	P			P	P		P
Shake & Shingle Mill										P		P	P	P	P		
Shooting Range ²¹												P	P	P	P		
Sludge Utilization ²¹	C ²²	C ²²	C ²²		C ²²	C ²²			C ²²	C ²²		C ²²		C ²²	P		
Small Animal Husbandry ²¹	C ²²	C ²²	C ²²				P		P	P		P	P	P	P		
Specialty Store							P	P	P ²²	P				P	P		P
Stables	P	P	P		P	P	P	P	P	P		P	P	P	P		
Stockyard or Slaughter House ²²												P			P		
Storage, Retail Sales Livestock Feed									P	P				P	P		
Storage Structure, Accessory ²¹																	
Up to 2,400 sq ft	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2,401 - 4,000 sq ft on More than 3 Acres ^{21, 22}	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2,401 - 4,000 on Less than 3 acres ^{21, 22}	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
4,001 sq ft and Greater ^{21, 22}	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Storage Structure, Non-accessory ²¹																	
Up to 2,400 sq ft	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2,401 sq ft and greater ^{21, 22}	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Studio ²¹	C ²²	C ²²	C ²²		C ²²	C ²²	P	P	P ²²	P		P	P	P	P		P

ACTION ITEM 7

TYPE OF USE	R9,600 ²¹	R8,400 ²¹	R7,200 ²¹	T	LDMR	MR	NB	PCB	CB ²²	GC ²³	FS	IP ²⁴	BP	L ²⁵	HI ²⁶	MHP ²⁷	UC ²⁸
Swimming/Wading Pool ^{2, 21}	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Tannery												P			P		
Tar Distillation or Manufacturing												P			P		
Tavern ²¹								P	P	P				P	P		P
Television/Radio Stations														P	P		
Temporary Dwelling During Construction	A	A	A	A	A	A	A	A	A	A	A						A
Temporary Dwelling For Relative ²¹	A	A	A	A	A	A	A	A	A	A	A						
Temporary Residential Sales Coach ²²	A	A	A														A
Temporary Woodwaste Recycling ²³														A	A		
Temporary Woodwaste Storage ²⁴														A	A		
Tire Store							P	P	P ²⁵	P				P	P		P
Tool Sales & Rental									P ²⁵	P				P	P		P
Transit Center	C	C	C	C	C	C	P	P	P	P	P	P	P	P	P		P
Ultralight Airpark ²⁶												P					
Utility Facilities, Electromagnetic Transmission & Receiving Facilities ^{27, 28}	C	C	C	C	C	C	C	P	P ²⁹	P	C	P	P	P	P		
Utility Facilities, Transmission Wires, Pipes & Supports ²⁷	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Utility Facilities-All Other Structures ^{27, 28}	C	C	C	C	C	C	C	P	P ²⁹	P	C	P	P	P	P	C	P
Veterinary Clinic					C	C	C	P	P ²⁹	P		P	P	P	P		P
Warehousing										P		P	P	P	P		P ²⁹

ACTION ITEM 7

TYPE OF USE	R9,600 ³⁰	R8,400 ³⁰	R7,200 ³⁰	T	LDNR	MR	NB	PCB	CB ³⁰	GC ³⁰	FS	IP ³⁰	BP	LP ^{30,31}	HI ³⁰	MHP ^{30,31}	UC ³⁰
Wholesale Establishment								P	P ³⁰	P		P	P	P	P		P ³⁰
Woodwaste Recycling ³²														C	C		
Woodwaste Storage ³²														C	C		
Yacht/Boat Club												P	P	P	P		P
All other uses not otherwise mentioned												P	P	P	P		
P - Permitted Use	<p>A blank box indicates a use is not allowed in a specific zone.</p> <p>Note: Reference numbers within matrix indicate special conditions apply; see SCC 30.22.130.</p> <p>Check other matrices in this chapter if your use is not listed above.</p>																
A - Administrative Conditional Use																	
C - Conditional Use																	
S - Special Use																	

DISCUSSION ITEM 8a

Date: November 15, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Options for Implementing Open Government Initiatives**

SUMMARY: The purpose of this workshop is for the City Council to review and provide direction to staff regarding options for implementing open government initiatives (see Attachment A for a matrix of staff implementation recommendations). The City's Open Government Committee (OGC) developed all initiatives. The City Council reviewed the report of the City's Open Government Committee in July 2016. The OGC report (Attachment B) recommended nine different initiatives in three categories. Many initiatives are not likely to have budget impacts. A few would require new budget allocations. Initiatives would increase staff duties to achieve recommended improvements. Staff recommends that more complex initiatives be phased in with existing duties.

BACKGROUND: Recruitment of members for the Ad Hoc Open Government Committee included postcards sent to every household in the community. The City received twelve applications. The City Council appointed the nine-member Ad Hoc Open Government Committee on December 15, 2015. The Committee met six times to develop and review its recommendations. Their process included a review of extensive literature by other agencies and open government organizations. Citizen comments were allowed at the end of the Committee's meetings. Margaret Norton-Arnold facilitated the first five meetings, but her agreement did not include a sixth meeting. Committee members organized the sixth and final meeting, which was chaired by Paulette Norman, one of the Committee's nine members. Minutes of the meetings were taken by City staff and posted on the City's web pages for Open Government. The Committee presented its report and recommendations during a City Council workshop held July 19, 2016.

ANALYSIS: Implementation is under way for several initiatives. Staff has worked to incorporate these communications and citizen engagement improvements where feasible within existing staff work plans and duties. Please see Attachment A for a full review of implementation status for these initiatives. Several initiatives, however, are not yet implemented or at least not fully implemented, and some of these could benefit from a more detailed Council review and direction to staff:

- 1) Clarify City Communications: A revised format and new writing instructions for City Council staff reports is provided (see Attachment C) for Council review and comment. The objective of these new instructions and formatting is to improve the readability and quality of information presented in staff reports to Council as well as other documents. The goal is to achieve a 10th grade reading level. This is challenging to achieve, for example, even after several rewrites, this staff report is rated overall at a reading level of 14.3, and the summary section alone is rated at 12.9.

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- 2) Establish Consistent Visions and Missions for All Advisory Groups: Several boards and commissions have completed their vision/mission statements (see Attachment D) and these are provided for Council review and comment.
- 3) Establish an Open Government Resource Board to Assist with Implementation of the Committee's Recommendations: The concept for this board is for it to review the progress and provide feedback and advice regarding staff's implementation of the recommendations. There are many ways such a Board could be created. Staff suggests the following options for Council consideration and direction for establishing this Resource Board:

Option 1: Ask each of the City's six standing boards or commissions to appoint one of their members to the Resource Board, and ask the City Council to appoint one or two of its members as liaisons to the Resource Board;

Option 2: Use board and commission members and City Council liaisons as suggested in Option 1 and also conduct an open recruitment from the community for three (or another number as desired by Council) additional citizen members of the Board;

Option 3: Use board and commission members and City Council liaisons as suggested in Option 1 and seek an additional three members from the former memberships of the OGC;

Option 4: Develop an entirely new resource board of seven members (or another number as desired by Council) through an open recruitment from the community, and also appoint one or two members of the City Council as liaisons.

Option 5: The City Council serves in the role of a resource board and reviews implementation strategies, progress and potential changes on an annual basis in a workshop or regular meeting setting.

In all options except for Options 1 and 5, regarding any applications received from recruitments of new citizen members or from the former OGC members it is suggested that the Mayor review applications and make nominations for confirmation by the City Council. This process would be same as currently used by the City Council for filling vacancies on standing boards and commissions. However, an alternate process for appointments may be directed by Council as it deems appropriate.

One of the fundamental questions for Council is whether it wishes to appoint a separate board or sees the review of this program more appropriately as a Council role (Option 5). From the perspective of staff there are advantages of continual involvement of members of the City Council and/or standing City boards and commissions (as included in Options 1, 2 and 3). Involving boards and commissions would capitalize on their experience in roles advising the City Council. This would also offer opportunity for the members of those boards and commissions to bring new ideas back to their advisory committees that could assist those boards in improving citizen engagement and communications. All of

DISCUSSION ITEM 8a

these existing board and commission members also have experience in their particular areas of City policies and programs. This experience may be seen as an opportunity to reflect on how open government initiatives can better engage citizens and communicate the advisory work of these committees. Because it is anticipated that two of the initiatives may not be implemented until winter of 2017, staff recommends that the Resource Board meet in the spring of 2017 to review progress and determine at that time what its 2018 meeting schedule would be.

- 6) Develop and Distribute Quarterly a Citywide Magazine: As the decision on a contract for this project was approved by Council on October 18, further detail regarding this project may be found within the staff report for that item.

BUDGETARY IMPACTS: The following open government initiatives have actual, projected or potential budget impacts:

- Clarify City Communications: there is some limited potential of outside training needed if it is determined that staff efforts cannot keep reading levels of staff reports at or around a 10th grade level; cost is unknown at this time.
- Citywide Magazine: the first-year cost of producing this magazine is estimated at \$13,500 or less in 2017, and costs in 2018 are expected to be sharply lower due to expected advertising revenues.
- Improve the City's Website: 2016 budget impacts have been approximately \$7,000.
- Improve audio recording access: this will result in indexing of City Council audio recordings, making public access easier via the City's website. The 2017 budget impact will be \$2,388 annually.
- Incorporate Social Media into City Communications: one-time 2016 budget costs of \$6,500 and ongoing annual hosting costs of \$1,950.

STRATEGIC PLAN REFERENCES: Generally applicable to all Strategic Plan initiatives

RECOMMENDATION: That the City Council **DISCUSS** options for implementation of the open government initiatives and **DIRECT** staff regarding preferences for next steps in the implementation process.

ATTACHMENTS:

- A. City Staff Recommendations for Implementation
- B. Ad Hoc Open Government Committee Report
- C. Formatting and Writing Instructions for City Council Staff Reports
- D. Values Statements for City Boards and Commissions

ATTACHMENT A

City of Snohomish Open Government Initiatives

City Staff Recommendations for Implementation

November 15, 2016

OGC Recommendation	Budget Impact Analysis	Operational Impacts & Issues for Implementation	Staff Proposed Implementation
<u>Category One:</u> Enhance Levels of Transparency in City Operations and Decision Making			
1) Clarify City Communications	Potential modest budget impacts for software or staff training as may be needed.	Staff impacts expected to be modest; needs of training and/or specialized software and staff training may slow full implementation	<i>Implementation began September 2016 and is ongoing</i>
2) Establish Consistent Visions and Missions for All Advisory Groups	No budget impacts	May require several months to work with all regular and ad hoc City Boards and Commissions to develop and approve new vision and mission statements	<i>Proposed implementation Winter/Spring 2017</i>
3) Establish an Open Government Resources Board to Assist with Implementation of the Committee's Recommendations	No budget impacts	Staff developing options for Council to create an Open Government Resources Board and select its members	<i>Proposed implementation Spring 2017 with annual meetings thereafter</i>

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OGC Recommendation	Budget Impact Analysis	Operational Impacts & Issues for Implementation	Staff Proposed Implementation
<u>Category Two: Offer New Venues and Formats to Inform and Engage Greater Numbers of People</u>			
4) Emphasize and Encourage Citizen Volunteers	No budget impacts	City has existing volunteer programs highly active in areas of Parks and Police and in policy areas with citizen boards and commissions;	<i>Implementation is ongoing.</i>
5) Experiment with New Formats that Actively Encourage Greater Citizen Participation	Potential but unknown modest budget impacts depending on meeting format and venue used	Conversation Café and Coffee with the Mayor are two meeting formats that have received good response and are continuing	<i>Implementation is ongoing</i>
6) Develop and Distribute a Citywide Magazine	Initial estimated budget impacts: \$13,500 for 2017; ad revenues expected to greatly reduce annual costs after first year	Staff will look for opportunities to link magazine articles and special meeting formats such as Conversation Café meetings. Editorial tasks will be shared by many staff members, but the Deputy City Manager will manage the publication	<i>Proposed implementation: Winter 2017</i>

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OGC Recommendation	Budget Impact Analysis	Operational Impacts & Issues for Implementation	Staff Proposed Implementation
<u>Category Three: Broaden the City's Internet Communication Program</u>			
7) Continue to Use Signage and Additional Methods of Reach Out Communication for Key Projects	Budget impacts: Variable from year to year but likely less than \$2,000 annually	City staff will look for appropriate issues that are key citizen issues and lend themselves to signage or similar communications	<i>Implementation: 2016</i>
8) Improve the City's Website	Budget impacts: 2016 consulting costs of \$7,000 (\$5,000 for website consultant and \$2,000 for expedited redesign) plus \$2,388 in 2017 for audio recording indexing (\$199/month in December 2016)	City has hired a web design consultant to assist in defining objectives for this project including usability testing. Also needed is expansion and more aggressive marketing of current Notify Me signup options; indexing of Council meeting audio recordings via website.	<i>Implementation;: Fall 2016</i>
9) Incorporate Social Media into City Communications	Budget impacts: One-time 2016 budget cost of \$6,500 plus annual support and hosting cost of \$1,950	Standard social media (Facebook, Twitter) are already used by the City. Creation of a new City mobile phone app was recently completed	<i>Implementation Fall 2016</i>

ATTACHMENT B



AD HOC OPEN GOVERNMENT COMMITTEE

City of Snohomish Open Government Committee
--Final Draft Recommendations --
June 27, 2016

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Introduction and Overview

In late 2015, the City of Snohomish appointed a nine-member Ad Hoc Open Government Committee. The committee was formed in response to citizen concerns about the City's government. The purpose of the committee was to address these concerns by providing recommendations on the ways in which the City can improve its existing communication and engagement program, as well as additional strategies and techniques the City might employ to make the maximum effort to ensure that all residents and business owners within Snohomish are as fully informed as possible, and able to be involved in City decision-making. The Committee will make its recommendations directly to the Snohomish City Council. Committee members included:

- Carroll Brown
- Mary Dessein
- Colleen Dunlap
- Adrian Duran
- Gary Ferguson
- Meagan Gray
- Tom Merrill
- Paulette Norman
- Braden Sigua

In conducting its work, the group reviewed existing communication procedures in place at the city, examined public engagement techniques used elsewhere, and discussed the issues likely to be of most importance to Snohomish citizens. Committee members were also informed about the results of a research effort designed to measure citizen perceptions about, knowledge of, and interest in, Snohomish City Government.

Public Communication and Engagement Goals

As a first order of business, the committee developed and endorsed a series of eight goals. The goals were meant to serve as guiding parameters for the group's recommendations. All of the recommendations can be directly linked back to one or more of the goals. Committee members recognize that Snohomish City Government has established a solid program for citizen information and engagement. Committee recommendations are intended to build on, and expand, this existing effort. Goals for the future of public information and engagement in the City of Snohomish include:

1) Open and Welcoming

The city will welcome public input. City leaders will actively seek the involvement of citizens and invite public participation in city decision-making. The City will have a well-defined decision making process and clearly identified stages where the public can participate and provide feedback.

2) Free of Barriers

The program will include a strong education component that informs the public about the most effective ways to engage in decision-making, the types of issues, projects, and programs most likely to include public engagement, a menu of public involvement techniques, and ideas for how citizens can best avail themselves of those techniques. Every effort will be made to ease the way for citizen participation.

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3) Proactive

Notification about upcoming issues and projects will be provided in a manner that allows ample time for citizens to a) learn about the project; b) understand how they can be involved in decision-making; c) participate in forums designed to gather their feedback and advice; d) create opportunities for dialogue to encourage creative solutions and avoid misunderstandings.

4) Accessible to the Broadest Possible Audience

Public information and engagement techniques will be made available to the broadest possible spectrum of Snohomish citizens to include "reach out" methods that put information in clear view where people frequent, allowing them to decide whether or not they are interested, and "reach in" methods that put information in places for individuals to seek out and access more in-depth information via a variety of technologies and media in order to create a bridge between the social, ethnic, and age differences of all Snohomish citizens and their government. A variety of technologies, messages, and media are used. The public engagement program creates a bridge between the social, ethnic, and age differences of all Snohomish citizens.

5) Consistent

Public information and engagement will be consistently applied across all city departments. Techniques depend on the type of project under consideration, Citizens will know what to expect in terms of their involvement. Likewise, Snohomish citizens will be encouraged to actively learn about and participate in civic engagement.

6) Accountable and Responsive

The city will provide feedback to citizens describing the way in which their ideas and comments have been used in decision making. Citizen influence in decisions will be clearly delineated.

7) Actively Monitored and Continually Improved

The city will actively monitor and measure each communication techniques to determine that technique's effectiveness. Only those techniques that are accessed and utilized most frequently are retained. The *quality* of the technique and the degree to which it is effective in informing and engaging citizen interests has precedence over the *quantity* of techniques employed by the City.

8) Focused on Building Trust and Civic Engagement

The bottom line success measure for the city's communication and engagement program is the degree to which the program improves citizens' access to information, active involvement in City processes/projects, and builds trust in the City's elected and appointed leadership.

Committee Process and Values

The Open Government Committee began meeting in February 2016. The group was assisted in its work by Margaret Norton-Arnold, an independent and neutral facilitator hired by the City. Margaret conducted telephone interviews with all members prior to the first meeting; these interviews resulted in a Committee Charter that was endorsed by the committee in February. At this first meeting, members spent time introducing themselves and describing their reasons for wanting to serve as a member of the group. City manager Larry Bauman and Mayor Karen Guzak also described their goals and aspirations for the committee. Members then brainstormed on possible goals for open government within the City of Snohomish.

Members exchanged email edits on the goals, which were ratified by the group during their second meeting in March. The second meeting was also used to brainstorm on potential committee recommendations. After this meeting, each member took the responsibility to write a description of one or more of the recommendations. These completed assignments were returned to Margaret, who developed a "first draft" of the recommendations with this work. Members provided comments and edits via email, and a second draft of these recommendations were developed in time for review and discussion at the committee's April meeting.

A third draft of the recommendations was developed after the April 18 meeting. At this time Larry Bauman and other City staff members weighed in with their opinions on the draft recommendations, with the goal being to craft recommendations that were both affordable and implementable within the City. Larry provided his comments via email to the committee. Margaret crafted a "Getting to Yes" discussion guide that provided avenues for change and collaboration to produce a set of recommendations that could be endorsed by all parties.

"Getting to Yes" served as the focus for the group's fourth meeting in May. Through discussion and collaboration, both the committee and City staff members were able to achieve significant agreement on most of the recommendations. These recommendations were compiled into another "working final draft" for the committee's review and discussion at their fifth meeting on June 13. During that meeting, the committee engaged in a group editing process to work through a variety of edits on the document. At its sixth and final meeting the committee made one minor edit to the draft document, finalized edits, added a final summary, and discussed how the recommendations would be presented to Council.

In addition to the goals developed by the committee, a number of important values were articulated during the group's proceedings. These values are reflected throughout the eight recommendations forwarded to the Snohomish City Council.

The City is treasured by its residents. People live in Snohomish because they appreciate its sense of small-town community and history. It is important to preserve these valuable qualities.

City government must consistently convey honesty and transparency. According to the information gathered from the focus group and previous experience of committee members and their constituents, the citizens of Snohomish want to trust that their government is communicating in an open and honest fashion, and that it is actively inviting citizen participation in government decision-making.

People want to be informed, listened to and involved. Although priority issues will vary widely from individual to individual, the community as a whole wants to make sure that they clearly

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understand actions, alternatives, reasoning, decision procedures and timelines, and that they have the opportunity to be engaged in a variety of levels in the process of their City government.

Snohomish citizens seek a city government that is fully accountable. In addition to clear processes and timelines it is important to inform citizens about the way in which their comments have been used to shape and influence governmental decision-making.

Committee Recommendations

Over the course of five months, the Open Government Citizens Advisory Committee developed nine recommendations, which have been grouped together under three categories. These recommendations include both "Reach In" and "Reach Out" programs to foster greater trust and participation on the part of residents, and to improve the sense of a true partnership with Snohomish government. Reach In communication requires users to find information where provided, such as the website, social media, and phone apps. Reach Out communication puts information boldly in plain sight, where people frequent, and it requires no effort on their part. Examples of this include signs and kiosks. The recommendations include:

Category One: Enhance Levels of Transparency in City Operations and Decision-Making

- 1) Clarify City Communications
- 2) Establish Consistent Visions and Missions for All Advisory Groups
- 3) Establish an Open Government Resource Board to Assist with Implementation of the Committee's Recommendations.

Category Two: Offer New Venues and Formats to Inform and Engage Greater Numbers of People

- 4) Emphasize and Encourage Citizen Volunteers
- 5) Experiment with New Forums for Citizen Participation
- 6) Develop and Distribute a City Magazine
- 7) Continue to Use Signage and Additional Reach Out Methods of Communication for Key Projects

Category Three: Broaden the City's Internet Communication Program

- 8) Improve the City's Website
- 9) Incorporate Social Media into City communications

Each of the recommendations in this document is presented with a rationale – that is, how the recommendation came to be, and the problem it is trying to address. The rationales are based on committee member observations and deliberations, and are also reflective of the market research conducted to test public opinion regarding Snohomish City Government.

As noted previously, the committee's first task was to create a set of overarching goals for their recommendations. Each of the recommendations is linked back to one or more of these goals. A chart demonstrating the linkages between recommendations and goals is included at the end of this report.

The recommendations also include a series of implementations steps that provide detail on how each of them could be carried out, along with estimated completion dates for these steps. While these may change over time, the implementation steps and proposed dates offer a starting point for discussion with City staff. At regular intervals, an assembly of the City's citizen-based boards and commissions will review the progress of the recommendations, propose adjustments as necessary, and generally ensure that the recommendations are working as intended.

Category One: Enhance the Levels of Transparency in City Operations and Decision-Making

1) Clarify City Communications

The principles of "Plain Language" should be adopted for all written communications. "Plain Language" refers to a set of guidelines developed to clarify and simplify government and legal communications. The guidelines are in use, or promoted for use, by many Federal, State, and provincial governments in North America. A single page summary issued by the State of Oregon is included in the appendix to this report. A very comprehensive discussion and set of guidelines is available at: <http://www.plainlanguage.gov/index.cfm>

Every City communication conveys a sense of the City of Snohomish values and the city's connection to the citizens – it is the voice of the City. How citizens perceive that voice determined levels of trust and likeability. And audience is more likely to trust clear and readily understood material and view the author as open and transparent. The material is more likely to get read and elicit a positive response.

Link to Committee Goals: This recommendation is linked to goals 1,2,4,7, and 8.

Implementation Steps

1) Clear communication is the responsibility of everyone issuing information to the public. The best implementation plan is for city leadership to include clarity as core value to manage to. Talk about it, review communication with an eye to it, demand it, add it as a performance review item. Take ownership of it. Conduct writing classes if necessary. Review the Oregon guidelines for "Plain Language" with all staff. Review material intended for public use with the guidelines in mind. Use technology to help. Microsoft Word has grammar tools and complexity measurement tools that can help evaluate clarity and Readability. *Estimated date of completion:* Emphasis should be placed on this program beginning in August 2016 and should continue on an ongoing basis.

2) All communication intended for general public information, direction, advice, signage, etc., should be tested by the author for reading level and complexity before final release. *Estimated date of completion:* This can be initiated by August 2016 and then ongoing.

3) Legal, technically complex, and regulatory documents generally include a review by city government members and often undergo a public review period. Incorporate into this review: a complexity and reading review (by the author), an added step to the review instructions to comment on understandability, and a request for opinion on whether to include a summary. *Estimated date of completion:* Ongoing.

Measures of Success

- Citizen feedback on website instructions shows improvement in customer satisfaction.
- Perceived openness and transparency improvements are noted.
- "How to" questions (where the information is available on the website or other publications) are reduced.
- The average document or webpage issued by the city rates 50 or better on the Flesch-Kincaid rating scale.

2) Establish Consistent Visions and Missions for All Advisory Groups

The City should compile all of the vision statements for every citizen advisory committee and commission into a single document. These should be based on the City council's Values Statement and reviewed for consistency with the City's Comprehensive Plan and Strategic Plan, with the goal of making sure that all committees are "pulling in the same direction" for the City.

Link to Committee Goals: This recommendation is linked to goals 5, 7, and 8.

Implementation Steps

1. The Snohomish City Council developed a set of core values during its recent strategic planning process. A new goal, "To maintain Open Government and Citizen Engagement," should be added to these core values. These core values should be compared to the mission statements for all citizen advisory committees currently at work. How do they compare, or not? Is everyone working toward the same vision for the City of Snohomish? A City staff member will be responsible for compiling all of the mission/vision statements into a single document. *Estimated date of completion:* September 30, 2016.
2. Representatives from every Snohomish Committee and Board will meet jointly on an annual basis to review their work in comparison to one another. Are all groups working toward common goals and visions for Snohomish? If not, where are their conflicts and how might those be resolved? *Estimated date for completion:* Ongoing, with the joint meeting to be held every year.

Measures of Success

- Snohomish citizens have greater clarity and confidence that all advisory groups working for the City are working toward similar goals and visions.

3) Establish an Open Government Resource Board to Assist with Implementation of the Committee's Recommendations.

As noted throughout this document, City staff will begin implementing the recommendations of the Open Government Committee in late 2016, with additional implementation activities to take place in 2017 and beyond. The committee recommends that an "Open Government Resource Board" be created to assist with the implementation of these recommendations. At regular intervals, this Board will meet to review the progress of the recommendations, and to provide feedback and advice on the manner in which those recommendations are being carried out.

Review implementation activities that have been completed, as well as those anticipated for the months ahead. Is implementation on track, and, if not, what adjustments could be made to ensure implementation?

Offer comments and advice to City staff on the degree to which the recommendations have been successful. What is working particularly well and should be continued? What might be changed or improved?

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The Sounding Board will meet in December of 2016, then again in April, August, and December of 2017. At that time the Sounding Board will determine the most appropriate action for the future, i.e. if the Sounding Board should continue, another group take its place, or other implementation strategies be enacted.

Link to Committee Goals: This recommendation is linked to goals 7 and 8.

Implementation Steps:

City staff and elected officials will determine the size and composition of the Sounding Board, as well as the way in which members should be recruited. The Sounding Board will be appointed and ready to begin work in December 2016. The group will meet four times between December 2016 and December 2017.

Measures of Success:

- Board members are able to provide tangible advice on the implementation of recommendations.
- The community is reassured that the recommendations are being implemented as effectively as possible.

DISCUSSION ITEM 8a

Category Two: Offer New Venues and Formats to Inform and Engage Greater Numbers of People

4) Emphasize and Encourage Citizen Volunteers

The City of Snohomish should actively promote its volunteer program. Volunteering fosters a sense of community in which everyone is valued and welcomed. Volunteering benefits citizens by helping them to feel more informed, engaged, and appreciated. Although volunteers should not be used to undermine the work of City staff members, there are numerous opportunities for citizen volunteers to assist staff, serve on boards and commissions, and moderate public forums and other informal gatherings. One-time events, such as "Clean-Up Days" in the spring are a great way to encourage volunteerism and build community.

Link to Committee Goals: This recommendation relates to goals 1, 3, 4, 5, 7, and 8.

Implementation Steps

1) Strengthen Volunteer Opportunities:

The City will expand consider the use of volunteers whenever appropriate on various projects. City departments will compile a list of volunteer positions that would save the city time and money.

2) Enhance the Volunteer Page on the City's Website

As part of the current redevelopment of the City's website, a Volunteer Page will be created. The website should be organized into easily-identifiable groups. Examples of these include:

- Boards, Commissions, Committees
- Hosting public meetings
- Assisting in City departments
- Parks and Recreation, Adopt-a-Park
- Historical Society and Visitor Center
- Historic Downtown Snohomish and Recreation Department
- Police and Fire Department

Volunteer opportunities should also be advertised via kiosks, City magazine, and schools and other community groups. For each volunteer position, City staff will estimate time, skill, and age-appropriate tasks. Volunteer applications will be made available for the various positions. The Volunteer Page on the website, kiosks and other reach out platforms will include information postings about completed projects as well as volunteer recognition and appreciation. *Estimated date of completion:* Some of this work is tied to the redevelopment of the City's website, which will take place during the latter part of 2016. Staff could begin right away, however, to identify potential volunteer opportunities and begin to create a master list for eventual incorporation into the website.

Measures of Success:

- New volunteer positions have been filled in at least three new departments.
- The City is benefiting from completed projects made possible by additional volunteers.
- Volunteers are fulfilling their commitments.
- The number of volunteers continues to increase.

5) Experiment with New Formats That Actively Encourage Greater Citizen Participation

The City should initiate a tradition of community building based on outreach, community gatherings and a more natural interaction between the city and the its residents. Remove the barriers of formality when seeking public input. When possible, conduct meetings in comfortable and familiar locations. Conduct meetings with the least formal procedure possible. Schedule meetings at a wide variety of times to accommodate different lifestyles.

Informal gatherings that include residents, City Council members, city officials and staff will create common experiences, humanize government, and build community. Reach Out education and conversation in casual settings create opportunities to educate, hear residents' opinions and increase approachability. Physical barriers between residents and City representatives are to be avoided (podiums, tables).

Link to Committee Goals: This recommendation is linked to goals 1, 2, 3, and 8.

Examples of New Formats and Venues (see appendix for additional information):

Conversation Cafés: Monthly or weekly conversational gatherings which are held in a popular public setting like a bakery, restaurant, coffee shop or bookstore, where anyone is welcome to join. A simple format helps people feel at ease and gives everyone who wants to a chance to speak.

Neighbor Hosting Neighbor: A small neighborhood meeting, hosted by a resident in their home.

Community Forums: Specific Subject: Specific subject semi-informal gatherings could be co-hosted by the City and community leaders from diverse backgrounds. The use of local experts whenever possible when presenting complex, specialized information may be helpful to gain credibility and show transparency. This would also build a closer community. Single subject focus allows time for education before QA.

Town Hall Meetings: Open Subject: Open subject semi-formal community meetings could be hosted by the City and volunteers. Open subject, dialogue sessions allow residents to introduce anything on their minds and get answers rather than stew and imagine the worst.

Pre-Council Forums: Begin a recurring, informal, public fact exchange and forum to precede Council Meetings. These forums should address the items on the Council's agenda for the evening. Council and Staff will answer questions and discuss issues and alternative solutions.

Printed *Impact Comparison Handouts*: These should be available for complex issues. Provide scratch paper and pencils to help people order their thoughts for public record comments.

Transparency Table: An across the table question, answer, dialog between City department and protest leaders. After receiving the *Impact Comparison Handout* and links to the *Information File* in advance, the protest group leaders submit additional information requests and questions in writing. Times for Transparency Tables are flexible and can be set for the convenience of the protest leaders and the City.

DISCUSSION ITEM 8a

Study Circle: When a decision will affect one demographic group more than another or may cause conflict between groups, citizen stakeholders and a City representative gather in a City hosted study group to discuss the topic and learn about their different perspectives.

Community Picnic: *Looking backward to move forward: Based on Snohomish History:* Traditional public celebrations embrace all residents by offering activities for everyone. Education and dialog enable many unheard residents to be heard and build trust.

Multi-type Question Survey: Use open questions which allow public opinion to be expressed freely as well as closed questions like multiple choice or Y/N which are easy to tabulate; never use leading questions.

Implementation Steps

City staff will review all of the possibilities that have been suggested for these new formats, and will experiment with them, based on the situation and the appropriate "fit" of the format. Likely possibilities include community forums and town hall meetings. *Estimated date for completion:* Mid-2017.

A community picnic could also be organized for Kila Ha Ya Days to honor the history of the Snohomish community. *Estimated date for completion:* Mid-2017.

Each of these experiments will be evaluated to determine if they should continue over the long-term. On average, the format should be tried 3-4 times before a complete evaluation on its effectiveness has been completed. New formats could be introduced as applicable and warranted. *Estimated date for completion:* Ongoing.

Measure of Success

- Attendance at these new opportunities is substantial, and increases over time once people understand how fun, relaxing, and beneficial they are.
- Citizen misunderstandings and complaints are reduced.
- Trust in City government increases because opportunities for communication are more inclusive.

6) Develop and Distribute a New Citywide Magazine

Snohomish City government is in the process of contracting with a company that will provide and distribute a quarterly magazine to all Snohomish citizens. The concept is to focus on key policy, program or project areas. At least twice a year, these themes will be linked to a tear-out centerfold, mail-back survey that will ask citizens to respond to relevant questions concerning these same projects, programs and policies. Community forums will also be held following the publication and survey results on these same topics. Articles for each quarter will include a combination of freshly-written material on key issues, as well as republication of news releases and articles from previous Friday Newsletters.

The Open Government Committee supports the magazine.

Link to Committee Goals: This recommendation is linked to Goals 3, 4, and 8.

Implementation Steps: Estimated date of completion: early 2017.

7) Continue to Use Signage and Additional Methods of Reach Out Communication for Key Projects

The City has in place the elements needed for an effective signage program to ensure citizens are informed. The Open Government Committee applauds the use of these signs and recommends that the City continue with a robust signage program.

The City has recently been making adequate use of signage. Examples are the sign in place announcing planning for renovation of the former Hal Moe Pool, construction of the round-about on Avenue D, Maple Street Construction projects, and Citywide cleanup day. The signage in these examples is good and should be continued.

Signs, kiosks, banners, posters and handouts placed where people frequent should be used to support the Reach Out method of communication with the public. Some, but not all, ideal locations include the library entrance, Aquatic Center, Centennial Trail, outside City Hall, by agreement with local retailers, existing First Street kiosks, the Farmers' Market, Kla Ha Ya Park on the trail, City meetings, public celebrations, and events.

In linking with Recommendation #1, to Clarify City Communication, the Committee recommends that clear, highly visible wording be used on all signs to quickly communicate project parameters, timelines, and additional resources for more information and opportunities to comment, if applicable.

Link to Committee Goals: This recommendation is linked to goals 3, 4, and 8.

Implementation Steps

- 1) The City will establish one staff member who will be trained in the latest trends related to signage: language, word placement, graphic design. This expertise will then be relied on as new signs are developed. *Estimated date for completion:* September 2016.
- 2) Work with all City department heads to emphasize the importance of strong signage. Develop procedures requiring all departments to use signage whenever and wherever appropriate. *Estimated date for completion:* September 2016.
- 3) Consistently employ signage as needed, evaluating effectiveness and moderating the program over time as changes become necessary. *Estimated date for completion:* Ongoing.
- 4) Maintain kiosks, posters, and handouts at suggested locations to provide up-to-date information to the public. When possible, use volunteers to post announcements to save staff time. *Estimated date for completion:* Ongoing.

Measures of Success

- Citizens indicate that they feel more informed about potential plans and projects.
- The number and intensity of public protests are reduced.

DISCUSSION ITEM 8a

Category Three: Broaden the City's Internet Communication Program

8) Improve the City's Website

City staff are currently in the process of updating the City's website. The Open Government Committee strongly endorses and recommends ongoing updates and improvements to the site. An inviting, easy to use, informative, and maintained website invites citizen usage and engagement. Thoughtfulness in design and usability demonstrates caring, responsiveness to needs, and trustworthiness. Consistency across departments shows a city pulling together as a team. Discussion boards encourage engagement in review and comment. Reminders of comment periods, design reviews, upcoming events and initiatives demonstrate openness and, again, encourage engagement.

The City of Snohomish should improve its website to ensure that the site:

- Incorporates a design philosophy that puts the user first. A design that prioritizes accessibility (for all users and abilities) and mobility. A design that provides an easily followed path to the intended information while avoiding the users feelings of being overwhelmed by returning more information than is wanted.
- Incorporates an overall design guide for presentation, navigation, relevance, and currency that produces and maintains consistency of user experience across all city departments.
- Features a prominent and maintained area for posting announcements and alerts when actions of interest are under consideration. Schedules, progress, and times for citizen input on initiatives are posted and maintained.
- Uses analytics and monitoring to identify areas of current interest, and addresses those interests with an area for 'trending topics'.
- Provides for an online discussion technology as a means for citizen review, comment, discussion, and input on various issues. Separate discussion boards on each issue will keep the comments on topic, and technology can be employed to alert staff when a new comment has arrived, alleviating the need to re-read comments. Staff will respond to comments in an informative manner that continues to engage the individual in details about the issue under consideration.

Specific Documents and Highlights recommended by the Committee included:

An "Owners' Manual for City Government" that provides a single source of basic information (with website links) to provide citizens with an overview of what their city government does and does not do, as well as helpful resources concerning where citizens can get necessary information and assistance. This section will also include information on opportunities, procedures, and timelines for public engagement. The section will provide detailed information about the Snohomish City Council, including Council rules and procedures, the way in which agenda items are determined, and the role of citizens in Council deliberations. The section will also provide links to various city department on key topics, for example permitting regulations.

A "Hot Topics" section that quickly highlights key topics and issues currently under consideration by City government. This will be updated on a weekly basis so that the information remains as fresh and timely as possible.

Open Data Portals that would be used to provide a graphical, easy-to-understand information on financial and budget data.

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A Volunteer Section that will provide information about citizen volunteer opportunities.

Summaries and Links. Snohomish City Council documents will be formatted and linked in a manner that will make it easier for citizens to access specific information. For example, City Council meeting minutes will be formatted with a Table of Contents that clearly identifies the subjects under discussion, with links allowing the website user to select a single topic of most interest if desired.

Decision Processes. In addition to the "Hot Topics" section outlined above, the website will include information and links on a clear pathway to an eventual decision from the City's elected officials. As appropriate, this information would also be provided as a printed document for public meetings and other events. Depending on the situation and the project under consideration, the types of information that could be included in this website section are: need for the action; how the action will solve the need; potential benefits and impacts to the city and neighborhood; financial impacts; existing research; alternatives under consideration; legal constraints.

Information Files. As projects and issues are being considered by the City, an information file could be made available on the website. This file could include documents such as: origin of the proposal; annotated calendar of all meetings, discussions, communications; historical and current reference documents; maps, diagrams, and images; applicable city codes; city research and sources; legal constraints. These files would be stored in the City archive to reopen if the proposal is reintroduced or information is needed in the future.

Link to Committee Goals: This recommendation is linked to goals 1, 3, 4, 5, and 8.

Implementation Steps

Website redevelopment is currently underway through the work of a contractor team. A citizen volunteer focus group will be used to actively test and make recommendations on the new site. *Estimated date of completion:* January 2017.

The "Owners Manual" and other features such as the annotated City Council meeting minutes are likely to require a longer time for implementation, but City staff are working toward all of these core elements for the new website. *Estimated date of completion:* Early-Late 2017.

It is also important to more aggressively market, and expand, the current options for "Notify Me" sign up. The subject line of the emails should identify the topic so people do not need to open the email if they have no interest. *Estimated date of completion:* Late 2016-early 2017.

Measures of Success

80% adherence to a selected web design standard, such as Powermapper (<http://try.powermapper.com/demo/ViewScan/28bf3c1a-7fd9-49ca-880f-11e7b6739e86>)

- Pass complete evaluation by W3C site accessibility checker. (<http://try.powermapper.com/demo/ViewScan/28bf3c1a-7fd9-49ca-880f-11e7b6739e86>)
- Increases in counted visits to linked pages from the home page.
- Increase in the time spent on linked pages.
- Increase in the number of citizen volunteers.
- Active use of discussion boards for comment and review
- Increase in informed public participation and attendance at City meetings.

9) Incorporate Social Media into City Communications

The City of Snohomish should replace the “Experience Snohomish” app with one that is more focused on civic services and programs. This app will include City Council meetings and opportunities for comment, as well as the meeting schedules for various citizen committees. The app will also include information on the City's elected and appointed officials.

A contest could be held – “Name That App” – to acquire a new name and further invite community participation.

Link to Committee Goals: This recommendation is linked to goals 1, 2, 3, 4, and 7.

Implementation Steps

The same group of citizen volunteers who assist with the improved website should also monitor the development of a new city app. This panel will determine the best steps forward, for example, the City could widely advertise its need for app renovations and allow citizens time to provide their feedback on what they would like to see with the mobile app, and its relationship/influence with the use of the existing app and existing social media accounts.

Estimated date of completion: Variable depending on the work associated with the new website.

After careful considerations on the renovation of the app according to citizen input, the app should be re-launched. ***Estimated date for completion:*** No later than January 2017.

The city should consistently maintain and manage the mobile app while advertising it on existing media outlets. This will drive more downloads. ***Estimated date of completion:*** Ongoing.

Measures of Success

- By January 2018, one year after its re-launch, the app should have a significant number of downloads. There should enough review in the app store to enable the city to assess the success of the app along with any necessary repairs. This will also demonstrate the satisfaction among citizens.

Final Summary

The ad hoc Open Government committee is pleased to offer these recommendations to the City of Snohomish. Our hope is the City, after due consideration, adopts these recommendations and moves forward with implementation plans. We further suggest the City develop and publish a metric to measure success and reports progress on them periodically.

DRAFT

Formatting and Writing Instructions for City Council Staff Reports

*USE THIS TEMPLATE FOR FORMATTING, AND FOLLOW INSTRUCTIONS AS PROVIDED
BELOW THIS TEMPLATE IN DEVELOPING TEXT FOR THE STAFF REPORT:*

Date: (Month, Day and Year of City Council meeting)

To: City Council

From: (one or more City staff, including title)

Subject: (concise, plain language so that an average reader would understand the subject of the agenda item from this subject description; avoid acronyms)

SUMMARY: USE SIMPLE AND PLAIN LANGUAGE. Preferably, use one short paragraph. Describe the purpose of the agenda item and the problem or objective of the report in a clear and concise way. Give the reader an understanding of the essence of the agenda item and the Council's role (e.g. discuss, approve, etc.) regarding this workshop, public hearing, discussion, action or presentation. Seek a readability score of 10th grade or less in this section. However, achieving this reading level may be difficult without undermining the need to clearly communicate key points. In all cases clear communication is the highest objective here.

BACKGROUND: Background and historical information to provide context for the staff report that allows someone unfamiliar with the issue to understand past actions or Council directions that may have led up to this staff report being included in the agenda packet. If some of this may be legal background, provide RCW, WAC, SMC or other specific code references by title and number.

ANALYSIS: This is where staff provides the information that logically leads to the staff RECOMMENDATION below. The analysis should support the Council's discussion and/or decision process. Include other sources—name these sources of information as appropriate. The goal is to develop this section as if telling a story that will help the reader understand the recommendation to follow. Use multiple, short paragraphs but keep this entire section as concise as possible while getting appropriate information into the report. Avoid technical terms unless necessary in context for the analysis. Be objective and evenhanded in providing analysis and data. Anticipate the questions that the City Council or public may have and seek to address these in the body of this section. Include staffing impacts here if additional tasks are required, and explain how these will be accommodated. For example, if a new capital project will result in additional maintenance requirements explain these and whether current staffing is sufficient.

Include tables or charts as appropriate to provide data in easy to understand formats (if appropriate, also provide non-City sources for data). Develop a logical progression of

DISCUSSION ITEM 8a

information in this section to support the staff recommendation. Show the work and analysis that logically leads to the staff recommendation.

BUDGETARY IMPACTS: if no budget impacts or grants whatsoever are needed, simply state “Not applicable.”

Use the following table when detailing detailed and specific budget impacts:

Recommended Expenditure	Budget or Grant Sources for Expenditure	Fund Balance Impact if Approved	Budget Amendment Required
\$_____ amount	\$_____ amount currently budgeted or N/A if not included in budget and no grants or other sources available From: _____name budget source(s) (e.g., Public Works Engineering) to be used and/or any approved grant sources (e.g. Transportation Improvement Board with specific amount(s)	\$_____ amount remaining in _____fund(s) after approved expense); state N/A if no <u>new</u> fund impacts are associated with this item.	\$_____ amount of amendment to be needed or N/A if no amendment needed due to available budget or grant resources

STRATEGIC PLAN REFERENCE: list current Strategic Plan initiatives and activated strategies by number if appropriate. If no reference is appropriate, simply state “Not applicable.” (Format example below:)

“**STRATEGIC PLAN REFERENCE:** INITIATIVE #1: Establish a sustainable model for strengthening and expanding our parks, trails, and public spaces and STRATEGY #1.A: Establish a sustainable funding model to maintain and expand the City’s existing system.”

COMPREHENSIVE PLAN REFERENCE: include appropriate policies as references in this section only if the Comprehensive Plan supports or is relevant to the recommendation; if not relevant, exclude this section.

CITY COUNCIL GOAL: include this section only if the recommendation would directly implement a current Annual City Council goal; if so, list the goal in its entirety.

RECOMMENDATION: That the City Council...(DISCUSS/APPROVE/ADOPT/DIRECT, etc. and provide action-oriented language to loosely mimic the language that could be used as a Council motion.)

(for optional staff report sections, see below):

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Optional Sections (use as needed):

ATTACHMENT(S): (if more than one, list as “A. B,” etc. as shown below.)


- A.
- B. (etc.)

REFERENCE(S): (note any document titles—and, if web-based, provide links—to larger or more complex existing documents not attached that can provide further information, background and policy support for the staff report; list these in same A, B, C manner as ATTACHMENTS.) In some cases—especially if such documents have not previously been presented to Council—these reference documents may be provided separately with the agenda packet so as not to require voluminous copying or otherwise excessively long agenda packets.

Writing Instructions, Readability Targets and Other Goals for Staff Reports:

- These instructions are guidelines and may not fit every staff report perfectly, so flexibility and creativity may be needed to address special circumstances
- Follow the formatting used above for section headers and paragraphs whenever possible;
- Fonts: body of report and section headers, 12 pt Times New Roman; tables, 11 pt Arial;
- Use short sentences and active (not passive) language whenever possible (checking spelling and grammar under the Review menu will also highlight passive language);
- Use third person language (“they/it...”), do not write in first person (“I/me ...”);
- Assume your readers are not experts but average citizens and do not have your background knowledge to help them understand your report;
- Anticipate the questions that Councilmembers and citizens may have and work to address these within the body of the staff report;
- Avoid jargon and technical terms, or explain these in simple terms if they must be used
- Use acronyms if necessary (primarily to avoid repeating use of full term) and if used ensure they are used only after spelling the full term out in first use in report; place acronym in parentheses immediately after first use; for example:
“The Association of Washington Cities (AWC)...”
- Always conduct a spelling a grammar check before completing the draft report (this will also produce a readability score);
- Aim for 10th grade readability, whenever possible for the full report. If this is not possible for entire document, consider writing at least the summary section to achieve a 10th grade or lower level readability score (this will require a separate spelling and grammar check after highlighting just this section);
- Ways to improve readability scores and communication:
 - Just as tables often make information easier to read, so too do charts and lists (bulleted or numbered); conveying information in a bullet list rather than a long sentence increases the Reading Ease score and decreases the Grade Level.
 - Use short sentences with primarily active rather than passive language

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- Use terms that are part of everyday, conversational speech
- Replace “big words” with “little words” that convey the same meaning
- Readability scoring: “10”= 10th grade level, “11”= 11th grade level, etc.;
- Use the following process in MS Word to check the readability score
 - Click the **Microsoft Office Button**  , and then click **Word Options**.
 - Click **Proofing**.
 - Make sure **Check grammar with spelling** is selected.
 - Under **When correcting grammar in Word**, select the **Show readability statistics**
 - Click **Review** and conduct the spelling and grammar checks

(Readability check example: readability score of this entire document is 11.7; the readability score of only the SUMMARY section on p. 1 is 10.1)

ATTACHMENT D

COMPILED DRAFT BOARD AND COMMISSION VALUES STATEMENTS

**City of Snohomish
Boards and Commissions
Values Statement
Snohomish Planning Commission**

Purpose:

The Planning Commission is a citizen's advisory committee appointed by the City Council and dedicated to considering land-use, regional and comprehensive plan issues and making recommendations to the City Council in accordance with 2.14 SMC and RCW 35A.63.

Respect:

The Planning Commission believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Planning Commission honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Planning Commission embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character and economic vitality.

Excellence in Leadership:

The Planning Commission endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Respect for the Decision-Making Process:

The Planning Commission seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Planning Commission strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

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City of Snohomish Boards and Commissions *Values Statement* Economic Development Committee

Purpose:

The Economic Development Committee is a citizen, business and property owner advisory committee appointed by the City Council and dedicated to;

- (1) Clarify and interpret the initiatives of the City's Strategic Plan related to Economic Development Strategy;
- (2) To provide a forum for the coordination of information among entities identified as having economic development roles;
- (3) To recommend priorities and establish a means to monitor progress on goals;
- (4) To provide such other advice and guidance as is consistent with furthering the economic development and making recommendations to the City Council in accordance with Ordinance 1976.

Respect:

The Economic Development Committee believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Economic Development Committee honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Economic Development Committee embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character and economic vitality.

Excellence in Leadership:

The Economic Development Committee endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Respect for the Decision-Making Process:

The Economic Development Committee seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Economic Development Committee strives to engage the community through transparent processes, collaboration with citizens, business and property owners and public participation in its meetings.

**City of Snohomish
Parks and Recreation Board
*Values Statement***

Purpose:

The Parks and Recreation Board is a citizen's advisory committee appointed by the City Council dedicated to advising and recommending to the Snohomish City Council rules and regulations for the government and management of all parks and shall advise the appointing power on policy and fiscal matters relating to parks and recreation programs within the City of Snohomish. The Parks and Recreation Board is dedicated to the preservation of parks and open space within the City.

Respect:

The Parks and Recreation Board believe that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Parks and Recreation Board honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Parks and Recreation Board embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The Parks and Recreation Board endeavor to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Regional Perspective:

The Parks and Recreation Board advocate within the region for the interests of our community through collaboration with all viable partners that can assist us in supporting the community's needs.

Respect for the Decision-Making Process:

The Parks and Recreation Board seek in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Parks and Recreation Board strive to engage the community through transparent processes, collaboration with citizens and public participation in its meeting.

**City of Snohomish
Design Review Board
*Values Statement***

Purpose:

The Design Review Board is a citizens advisory board appointed by the City Council as a required element of a federally-recognized Historic District. The Board's purpose is to maintain the character and integrity of the Historic District, and to encourage continued investment and preservation of the City's historic assets through development and interpretation of the Design Standards.

Respect:

The Design Review Board believes that honesty, integrity, cooperation and civility are essential in maintaining respect for citizens and for their involvement in the decisions that are important for our community.

Community:

The Design Review Board honors its role in serving the community through a commitment to diversity, volunteerism and compassion.

Responsible Stewardship:

The Design Review Board embraces its responsibility for stewardship through respect for the natural environment, maintenance of an intact and small-town identity and growth that supports our historic character.

Excellence in Leadership:

The Design Review Board endeavors to excel in leadership through accountability, effectiveness and efficiency, honesty and veracity, and fairness and equity. In working for the greater good of the community, it values listening before making decisions, responding to and respecting diverse opinions and being constantly aware of changes in the community that may require the City's attention.

Respect for the Decision-Making Process:

The Design Review Board seeks in its operations as an advisory body to work in a spirit of cooperation and toleration of diverse opinions to make the best possible decisions on behalf of the community.

Open and Transparent:

The Design Review Board strives to engage the community through transparent processes, collaboration with citizens and public participation in its meetings.

DISCUSSION ITEM 8b

Date: November 15, 2016

To: City Council

From: Steve Schuller, Deputy City Manager/Public Works Director

Subject: **City Quarterly Magazine – Review of First Issue Outline**

SUMMARY: On October 18, 2016, the City Council authorized a contract with Philips Publishing to publish a quarterly City magazine. At tonight's meeting, staff will review a draft outline for the first issue in order to receive questions and feedback from Council. The inaugural edition is scheduled for delivery to residents in mid-February 2017.

BACKGROUND: The Open Government Committee's final report included the quarterly magazine among its nine recommendations. The magazine will provide information about City services, civic initiatives, social and cultural activities, business opportunities, and/or educational programs available to visitors and residents of the area. Philips currently publishes similar city magazines for Auburn, Burien, Des Moines, Edgewood, Lakewood, Lynnwood, Normandy Park and Sedro Woolley (see the website reference below).

ANALYSIS: Attachment A includes a draft outline of the layout for the first issue, and ideas for future themes. The first three issues are projected to be 16 pages in length with subsequent issues doubling in size to 32 pages. The task to create each of the articles has been divided among members of the management team and some senior staff. An initial focus will be to keep articles concise (less than ½ page or about 300 words). Staff recently had our kick-off meeting with Philips on November 8. Although there is some initial trepidation about the learning curve for the first issue, we are very excited about this new opportunity to better engage and inform our community regarding fundamental City services.

STRATEGIC PLAN REFERENCE: Not applicable. However, the publication of a quarterly magazine could support the full range of strategic plan initiatives over time.

CITY COUNCIL GOAL: Implement approved enhancements to the City's open government, public communication and civic engagement programs (related to implementation of all Strategic Plan initiatives).

RECOMMENDATION: That the City Council **DISCUSS** the draft outline of the inaugural issue of the City Quarterly Magazine and **PROVIDE** staff with feedback.

ATTACHMENT: Draft Quarterly Magazine Outline

REFERENCE DOCUMENT: Philips Publishing website at <http://www.rhppublishing.com/>
Look for the heading "City Magazines" to review a few current examples.

DISCUSSION ITEM 8b

City Quarterly Magazine – Draft Outline

Potential Themes

<u>Issue (Mailed)</u>	<u>Themes</u>
1) Spring 2017 (Feb)	First Issue - Utilities (Wastewater, Water Supply & Solid Waste Updates)
2) Summer 2017 (May)	City's Core Services
3) Fall 2017 (Aug)	Economic Development
4) Winter 2017 (Nov)	Planning
5) Spring 2018 (Feb)	Transportation
6) Summer 2018 (May)	Police
7) Fall 2018 (Aug)	Utilities (Stormwater)
8) Winter 2018 (Nov)	Parks

Typical Issue Layout (16 Pages – First 3 Issues) **Issue**

*** Page Topic Included in Every**

<u>Page</u>	<u>Material</u>
#1	*Cover <ul style="list-style-type: none">a. <i>City of</i> Snohomish (ADD “City of” on the top) Magazineb. Spring 2017; Welcome to the Inaugural Issue!c. Cover Photo - Debbie
#2	<i>Business Advertisement</i>
#3	*Editorial <ul style="list-style-type: none">a. Editor's Note (First Issue Welcome, Open Gov't Background, Goals) - Steveb. Inside This Issue (Table of Contents)c. No Photod. Survey - Send in your ideas for articles/ what you would like to see
#4	**Council “Corner” (1 or 2 Councilmembers?) - Larry <ul style="list-style-type: none">a. First Issue - Position 1 – Lynn Schilatyb. Photo of L. Schilatyc. Article from L. Schilaty

DISCUSSION ITEM 8b

- #5 *Council/Contacts**
 - a. Council Contacts
 - b. Dept Contacts
 - c. Council Photo
 - d. Highlight of last 3 months of Council Actions/Discussions - Larry
 - e. First Issue – Council “basics”. Your elected leaders
 - f. Tie to Mayor’s Conversation Cafes

- #6 *City Services Theme**
 - i. First Issue – Utilities – Wastewater & Water Supply Update - Steve
 - ii. XX% of City operating expenses

- #7 City Services Theme/ *Business Ads***
 - i. First Issue – Utilities – Solid Waste Update - Larry
 - ii. Need Photos

- #8 *City Staff Member Profile**
 - a. First Issue – Brooke E., Planning - Glen

- #9 *City Boards/ *Business Ads***
 - a. First Issue – Parks Board (Lya Badgley, Park Board Chair) - Denise
 - b. Always include quote/photo from Citizen
 - c. Include short Biography “box” (e.g. lives in this part of town)
 - d. Boards are Volunteer Citizens (“Box” for “Intro” to Article)
 - e. Future Issues (Planning Comm, Public Safety Comm, DRB, EDC, Ad Hoc, etc)

- #10 *City Partner Highlight**
 - a. First Issue – Boys & Girls Club - Debbie
 - b. Need Photo
 - c. Always include quote/photo from Partner
 - d. Future Issues (Sr. Center, Historic Downtown Snohomish, Chamber, Food Bank, NGO’s (Kiwanis, Lions, Rotary, etc.), School District, and others)

- #11 **“Straight Talk”/ Business Ads***
 - a. First Issue – Traffic Congestion - Steve
 - b. Not “hot” issue, but understanding that every citizen should know
 - c. Future Issues (Water Quality/Puget Sound, Code Enforcement, Social Services Limited, etc).

DISCUSSION ITEM 8b

#12 *Police/Public Safety

- a. First Issue? – John
- b. Need Photo of Chief
- c. Future Issues (ID Thief, Vehicle Prowls, etc)

#13 *Finance Visual/Chart – Good Fiscal Stewardship Emphasis

- a. First Issue – Property Tax Chart? - Debbie

#14 *Event Calendar

- a. First Issue – March, April and May - Debbie

#15 *“Hot Topic”****

- a. First Issue – Small Cell - Glen
- b. Future Issues (Recr. Marij., Political Signs, Land Use, etc)

#16 Ad

Other Issues

- A. *Construction Project Highlights – Summer Issue

CONSENT ITEM 9a***Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Wolcott					
	59705		11/8/16	Refund check	\$18.78
	59705		11/8/16	Refund check	\$8.78
	59705		11/8/16	Refund check	\$15.93
	59705		11/8/16	Refund check	\$22.99
	59705		11/8/16	Refund check	\$102.65
	59705		11/8/16	Refund check	\$16.88
				Check Total	\$186.01
Judy					
	59706		11/8/16	Refund check	\$283.35
				Check Total	\$283.35
Ambrose					
	59707		11/8/16	Refund check	\$14.57
				Check Total	\$14.57
RM Homes, LLC					
	59708		11/8/16	Refund check	\$3.63
	59708		11/8/16	Refund check	\$39.42
	59708		11/8/16	Refund check	\$38.06
				Check Total	\$81.11
				Batch Total	\$565.04
AACRA Testing					
	59709	7409	11/8/16	Backflow assembly test at WWTP	\$55.00
				Check Total	\$55.00
Ace Equipment Rentals					
	59710	67459	11/8/16	saw rental for boys & girls club	\$123.87
				Check Total	\$123.87
Allied Waste of Lynnwood					
	59711	October 2016	11/8/16	Recycling Services October 2016	\$48,078.76
	59711	October 2016	11/8/16	Solid Waste Services October 2016	\$103,853.43
	59711	October 2016	11/8/16	Solid Waste Tax October 2016	\$-455.95
				Check Total	\$151,476.24
Alpha Courier Service					
	59712	16619	11/8/16	Courier	\$290.40
				Check Total	\$290.40
American Forest Management, Inc					
	59713	93835	11/8/16	Tree Assessments	\$327.00
	59713	93835	11/8/16	Tree Assessments	\$327.00
				Check Total	\$654.00
D&G Backhoe Inc					
	59714	Pay Est 1	11/8/16	South Zone Reservoir PRV	\$140,301.35
				Check Total	\$140,301.35
D&G Backhoe Inc					
	59715	RET Pay Est 1	11/8/16	Retainage South Zone Reservoir PRV	\$6,738.78
				Check Total	\$6,738.78
BHC Consultants					
	59716	8156	11/8/16	WWTP Engineering Services	\$9,294.00
				Check Total	\$9,294.00
Bickford Motors					
	59717	1103994	11/8/16	part EP102	\$25.13
				Check Total	\$25.13
Chemsearch					
	59718	2494474	11/8/16	Drain Cobra Program	\$141.84
				Check Total	\$141.84
Clair Olivers & Associates					
	59719	335	11/8/16	Water Supply Study	\$1,512.00
				Check Total	\$1,512.00

CONSENT ITEM 9a***Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
City of Everett					
	59720	I16002640	11/8/16	Animal Shelter fees September 2016	\$185.00
				Check Total	\$185.00
City of Everett Finance					
	59721	I16002723	11/8/16	Coliform Samples	\$216.00
	59721	I16002725	11/8/16	Labs	\$408.50
				Check Total	\$624.50
Comcast					
	59722	633360-11/16	11/8/16	Carnegie Internet	\$135.66
	59722	482016-11/16	11/8/16	Manager Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Human Resources Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Clerk Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Inspection Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Economic Dev Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Planning Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	Finance Share City Hall Internet	\$16.80
	59722	482016-11/16	11/8/16	IS Share City Hall Internet	\$16.81
	59722	482016-11/16	11/8/16	Engineering Share City Hall Internet	\$16.80
	59722	475077-11/16	11/8/16	Skate Park Video	\$101.79
				Check Total	\$388.66
Cummins Northwest					
	59723	001-24337	11/8/16	Hill Park Genset Services	\$866.02
				Check Total	\$866.02
Derek DeBardi					
	59724	10202016	11/8/16	meal reimbursement	\$148.00
				Check Total	\$148.00
Frontier					
	59725	227125-10/16	11/8/16	CSO Alarm Dialer	\$63.75
	59725	413125-10/16	11/8/16	WWTP DSL	\$85.31
	59725	1214935-9/16	11/8/16	Fleet & Facilities Share Shop Fax	\$28.05
	59725	1214935-9/16	11/8/16	Water Share Shop Fax	\$14.02
	59725	1214935-9/16	11/8/16	Storm Share Shop Fax	\$14.02
	59725	1214935-9/16	11/8/16	Street Share Shop fax	\$14.02
	59725	1214935-9/16	11/8/16	Parks Share Shop fax	\$14.02
	59725	1214935-10/16	11/8/16	Fleet & Facilities Share Shop Fax	\$27.92
	59725	1214935-10/16	11/8/16	Water Share Shop Fax	\$13.96
	59725	1214935-10/16	11/8/16	Storm Share Shop Fax	\$13.96
	59725	1214935-10/16	11/8/16	Street Share Shop fax	\$13.96
	59725	1214935-10/16	11/8/16	Parks Share Shop fax	\$13.95
				Check Total	\$316.94
Gagnon Welding LLC					
	59726	42-1121	11/8/16	Equipment	\$245.48
				Check Total	\$245.48
Girard Resources & Recycling, LLC					
	59727	37734	11/8/16	supplies	\$93.65
				Check Total	\$93.65
Glen Pickus					
	59728	10312016	11/8/16	APA Conference reimbursement	\$241.95
	59728	10312016	11/8/16	APA Conference reimbursement	\$53.05
				Check Total	\$295.00
Good To Go					
	59729	TB163685194	11/8/16	toll bill - EP2	\$6.00
				Check Total	\$6.00
Gray & Osborne, Inc.					
	59730	11	11/8/16	Sewer Mobile Maintenance App	\$326.43
	59730	8	11/8/16	Storm NPDES Permit Assistance	\$163.42

CONSENT ITEM 9a***Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
					Check Total \$489.85
Granite Construction Supply					
	59731	262_00065598	11/8/16	road signs	\$1,408.68
					Check Total \$1,408.68
Grainger Inc.					
	59732	9253187745	11/8/16	supplies	\$112.76
					Check Total \$112.76
Hach Chemical					
	59733	10106732	11/8/16	PH Sensor	\$1,238.98
	59733	10130992	11/8/16	parts	\$127.94
	59733	2134030	11/8/16	parts return	\$-108.78
					Check Total \$1,258.14
H.B. Jaeger					
	59734	178787/1	11/8/16	supplies	\$115.77
	59734	179174/1	11/8/16	parts	\$624.13
					Check Total \$739.90
Home Depot - Parks					
	59735	7070234	11/8/16	supplies	\$39.58
	59735	4011540	11/8/16	truck stock tools	\$481.57
	59735	4070566	11/8/16	supplies	\$174.49
					Check Total \$695.64
Home Depot - Shop					
	59736	6011887	11/8/16	supplies EP78	\$30.42
					Check Total \$30.42
Home Depot - Storm					
	59737	4011513	11/8/16	parts	\$58.24
	59737	1140215	11/8/16	equipment	\$129.83
					Check Total \$188.07
Home Depot Waste Water Treatment					
	59738	2013992	11/8/16	supplies	\$36.92
	59738	6014931	11/8/16	supplies	\$14.15
	59738	6111932	11/8/16	parts return	\$-71.74
	59738	9014427	11/8/16	supplies	\$8.71
	59738	8011541	11/8/16	supplies	\$8.16
	59738	1011355	11/8/16	supplies	\$3.80
	59738	9130552	11/8/16	Supplies	\$17.98
	59738	1130366	11/8/16	supplies	\$30.47
					Check Total \$48.45
IER Environmental Services, Inc					
	59739	2016-6282	11/8/16	Magnesium Hydroxide	\$9,207.82
					Check Total \$9,207.82
Ingersoll Rand Company					
	59740	30559283	11/8/16	plant air compressor repair	\$1,310.40
					Check Total \$1,310.40
Interstate Auto Parts					
	59741	906-617332	11/8/16	supplies	\$48.49
					Check Total \$48.49
International Code Council					
	59742	3111074	11/8/16	Member Dues - Pettit	\$135.00
					Check Total \$135.00
Integra Telecom					
	59743	14231546	11/8/16	Water Treatment Plant Phones	\$179.97
	59743	14231974	11/8/16	Water Department Share Shop Phones	\$53.99
	59743	14231974	11/8/16	Street Dept. Share Shop Phone	\$54.00
	59743	14231974	11/8/16	Parks Share Shop Phones	\$26.98

CONSENT ITEM 9a***Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
	59743	14231974	11/8/16	Fleet & Facilities Share Shop Phone	\$80.95
	59743	14231974	11/8/16	Collections Share Shop Phone	\$54.00
	59743	14231974	11/8/16	Storm Share Shop Phone	\$54.00
	59743	14232149	11/8/16	City Hall Digital Phone	\$68.97
	59743	14232239	11/8/16	Waste Water Treatment Plant Phone	\$190.80
				Check Total	\$763.66
Jones Chemicals Inc					
	59744	704832	11/8/16	Cylinder Return	\$-400.00
	59744	704759	11/8/16	Chlorine	\$3,873.19
				Check Total	\$3,473.19
Journal of Commerce					
	59745	3318753	11/8/16	Hal Moe legal ad for RFP	\$374.40
				Check Total	\$374.40
J Thayer Company					
	59746	1089484-0	11/8/16	paper	\$209.41
				Check Total	\$209.41
Kevin Buse					
	59747	10202016	11/8/16	meal reimbursement	\$148.00
				Check Total	\$148.00
McDaniel Do It Center - Parks					
	59748	480004	11/8/16	supplies	\$10.26
	59748	480020	11/8/16	supplies	\$17.45
	59748	479834	11/8/16	supplies	\$8.18
	59748	479792	11/8/16	supplies	\$13.07
	59748	480225	11/8/16	supplies	\$14.56
	59748	480250	11/8/16	supplies	\$43.62
				Check Total	\$107.14
McDaniel Do It Center - Storm					
	59749	479730	11/8/16	parts	\$20.25
	59749	480021	11/8/16	parts	\$2.77
	59749	479838	11/8/16	supplies	\$54.53
				Check Total	\$77.55
McDaniel Do It Center-SS					
	59750	479622	11/8/16	supplies	\$18.53
	59750	479098	11/8/16	supplies EP100	\$10.87
	59750	479687	11/8/16	parts	\$14.88
	59750	479953	11/8/16	parts EP100	\$17.66
				Check Total	\$61.94
McDaniel Do It Center- Streets					
	59751	479944	11/8/16	concrete	\$32.62
	59751	479966	11/8/16	concrete	\$3.26
	59751	479837	11/8/16	supplies	\$16.31
	59751	480285	11/8/16	supplies	\$46.88
	59751	480358	11/8/16	supplies	\$50.15
				Check Total	\$149.22
McDaniel Do It Center - Water					
	59752	479927	11/8/16	parts	\$32.23
				Check Total	\$32.23
McDaniel's Do It Center Wastewater					
	59753	479904	11/8/16	Supplies	\$14.17
	59753	479771	11/8/16	Water	\$29.26
	59753	480026	11/8/16	supplies	\$76.10
	59753	480102	11/8/16	supplies	\$33.23
	59753	480031	11/8/16	water	\$6.50
				Check Total	\$159.26
Mobile Guard, Inc					
	59754	09852	11/8/16	Text Archiving	\$240.00

CONSENT ITEM 9a

Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59754	09913	11/8/16	Text Archiving	\$246.00
				Check Total	\$486.00
North Coast Electric Co.					
	59755	S7485271.001	11/8/16	Power Wire	\$490.32
	59755	S7485136.001	11/8/16	Comm Wire	\$473.86
				Check Total	\$964.18
Northwest Cascade Inc					
	59756	0550154263	11/8/16	sani can rental credit	\$-11.00
	59756	0550163512	11/8/16	sani can rental - Carnegie	\$6.89
	59756	0550163513	11/8/16	sani can rental - boat launch	\$212.85
	59756	0550163511	11/8/16	sani can rental - water reservoir	\$91.50
				Check Total	\$300.24
OfficeTeam					
	59757	46915411	11/8/16	Econ/Admin Services	\$1,309.60
				Check Total	\$1,309.60
Puget Sound Clean Air Agency					
	59758	16-081S	11/8/16	2016 Assessment	\$1,682.25
	59758	16-081S	11/8/16	2016 Assessment	\$1,682.25
	59758	16-081S	11/8/16	2016 Assessment	\$1,682.25
				Check Total	\$5,046.75
Rainier Environmental Laboratory					
	59759	2349	11/8/16	Testing for the WWTP	\$2,950.00
				Check Total	\$2,950.00
Snohomish County Department of Emergency					
	59760	I000418527	11/8/16	DEM Emergency Services 4th Qtr 2016	\$2,702.25
				Check Total	\$2,702.25
Snohomish County Department of Public Works					
	59761	I000419308	11/8/16	Sweeping	\$1,525.39
	59761	I000419308	11/8/16	Sweeping	\$1,525.39
	59761	I000419306	11/8/16	traffic light maintenance	\$693.02
	59761	I000419307	11/8/16	Maple Ave Overlay Pay Est 2	\$75,776.76
				Check Total	\$79,520.56
Snohomish County Public Defender Association					
	59762	1613	11/8/16	Indigent Defense Services	\$9,205.61
				Check Total	\$9,205.61
Snohomish County Pud #1					
	59763	140890241	11/8/16	#1000141397, 2015 2nd, South Meter	\$3,546.67
	59763	100270503	11/8/16	#1000137618, 1801 1st, Shop	\$677.06
	59763	150791339	11/8/16	#1000201937, 1103 Maple, Old Trail House	\$24.24
	59763	137584254	11/8/16	1330 Ferguson Pk, Street Lighting	\$8.02
	59763	134374967	11/8/16	#1000368128, 700 Ave D, Street Lighting	\$39.40
	59763	121154880	11/8/16	#1000370579, 1301 Ave D, Street Lighting	\$20.56
	59763	104556601	11/8/16	#1000578758, 1501 Ave D, Street Lighting	\$79.19
	59763	114520487	11/8/16	#1000508263, 24021 24th Intake Structure	\$22.14
	59763	114517091	11/8/16	#1000230125, 219 13th, S zone res	\$43.04
	59763	166918867	11/8/16	#1000515696, 1627 Terrace, N zone	\$17.42
	59763	131076733	11/8/16	#1000381307, 2014 Terrace, Inter-tie	\$17.42
	59763	117830454	11/8/16	#1000528484, 2330 Baird, Clark Pond L/S	\$59.30
	59763	104556857	11/8/16	#1000275828, 1110 Ferguson, Lift Station	\$77.23
	59763	150796541	11/8/16	#1000385243, 1329 Bonneville, L/S	\$20.94
	59763	144214948	11/8/16	#1000463019, 1801 Lakemount, Casino L/S	\$102.93
	59763	137582630	11/8/16	#1000417350, 1930 Stone Ridge, L/S	\$26.90
	59763	117834010	11/8/16	#1000575906, 400 Rainbow, Lift Station	\$29.39
	59763	150797893	11/8/16	#1000483278, 1001 Ave D, Signal	\$57.19
	59763	137587770	11/8/16	#1000380098, 1109 13th, Street Lighting	\$26.55
	59763	144219611	11/8/16	#1000320746, 2504 Menzel, Water Plant	\$783.84

CONSENT ITEM 9a

Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting

Name	Check #	Invoice #	Check Date	Description	Amount
	59763	100271169	11/8/16	#1000272824, 24022 24th, House	\$123.52
	59763	154052379	11/8/16	Various Locations, Street Lighting	\$3,864.32
	59763	166925628	11/8/16	Various Locations, Street Lighting	\$1,000.98
	59763	140897721	11/8/16	Various Locations, Street Lighting	\$83.13
	59763	144220690	11/8/16	#1000571566, 501 2nd, Street Lighting	\$79.39
				Check Total	\$10,830.77
Snohomish County Sheriff's Office					
	59764	I000419005	11/8/16	Law Enforcement Services October 2016	\$10,854.11
	59764	I000419005	11/8/16	Law Enforcement Services October 2016	\$180,427.53
	59764	I000419005	11/8/16	Law Enforcement Services October 2016	\$33,807.61
				Check Total	\$225,089.25
Snohomish County Corrections					
	59765	2016-3423	11/8/16	Jail Service fees September 2016	\$7,762.87
				Check Total	\$7,762.87
Shred-It USA, Inc					
	59766	8121023862	11/8/16	Document destruction September 2016	\$240.30
				Check Total	\$240.30
Snohomish Auto Parts					
	59767	471846	11/8/16	supplies EP100	\$39.67
	59767	474701	11/8/16	parts EP26	\$52.90
	59767	473621	11/8/16	parts EP8	\$45.53
	59767	474421	11/8/16	parts EP100	\$42.52
	59767	474476	11/8/16	supplies EP125	\$55.25
	59767	474417	11/8/16	parts EP100	\$56.69
	59767	473344	11/8/16	equipment	\$7.83
	59767	474213	11/8/16	parts return	\$-39.25
	59767	472100	11/8/16	parts EP57	\$129.45
	59767	474390	11/8/16	equipment	\$31.74
	59767	474003	11/8/16	parts EP55	\$132.58
	59767	473624	11/8/16	supplies	\$45.53
	59767	473718	11/8/16	parts EP55	\$66.28
	59767	474018	11/8/16	parts EP100	\$486.76
	59767	473383	11/8/16	parts EP102	\$15.81
	59767	474876	11/8/16	parts EP55	\$9.26
	59767	473660	11/8/16	genset batteries	\$367.99
				Check Total	\$1,546.54
Snohomish Co-Op					
	59768	268703	11/8/16	supplies	\$23.98
	59768	268559	11/8/16	supplies	\$35.97
				Check Total	\$59.95
Sound Safety Products Co.					
	59769	91146/1	11/8/16	raingear, boots - Karschney	\$200.92
	59769	94007/1	11/8/16	Rain Pants - Leach	\$63.34
	59769	91995/1	11/8/16	hard hat & ear muffs	\$58.70
				Check Total	\$322.96
Summit Law Group PLLC					
	59770	81079	11/8/16	Labor Relations	\$1,784.95
				Check Total	\$1,784.95
Taylor's Excavators Inc					
	59771	Pay Est 2	11/8/16	30th Street Widening Project	\$189,236.87
				Check Total	\$189,236.87
Taylor's Excavators Inc					
	59772	RET Pay Est 2	11/8/16	Retainage 30th Street Widening Project	\$9,988.65
				Check Total	\$9,988.65
Terminix					
	59773	359162175	11/8/16	Pest Control	\$96.93

CONSENT ITEM 9a***Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting***

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
					Check Total
Sound Publishing					\$96.93
	59774	EDH728062	11/8/16	Publish Public Hearing	\$22.36
	59774	EDH728058	11/8/16	Publish Public Hearing	\$24.08
	59774	EDH728060	11/8/16	Publish Public Hearing	\$24.08
	59774	EDH725489	11/8/16	Hal Moe Building Remodeling RFP	\$185.76
					Check Total
					\$256.28
Uline					
	59775	81194001	11/8/16	supplies	\$163.75
					Check Total
					\$163.75
Unum Life Insurance					
	59776	220603027-11/16	11/8/16	retiree life insurance - November 2016	\$130.50
					Check Total
					\$130.50
UPS Store					
	59777	317888386	11/8/16	video postage	\$9.92
					Check Total
					\$9.92
US Bank CPS					
	59778	56403071	11/8/16	Dept of Licensing PE License Renewal	\$116.00
	59778	26S66N	11/8/16	Semiahmoo Hotel Conference	\$298.36
	59778	71719	11/8/16	Collector's Choice MAG Meeting	\$15.08
	59778	10282016	11/8/16	Seattle Parking	\$14.00
	59778	20986113	11/8/16	Fred Pryor Seminars - Leach	\$149.00
	59778	20-26297216	11/8/16	Fred Pryor Seminars OSHA Compliance	\$179.00
	59778	J6XJC101	11/8/16	ADI audio cable	\$25.17
	59778	J6KMT501	11/8/16	ADI audio cable	\$25.17
	59778	5533	11/8/16	Jimmy Johns credit	\$-10.00
	59778	74393337	11/8/16	Snohomish Chamber of Commerce Meeting	\$15.00
	59778	1555390	11/8/16	Bailey International parts EP177	\$178.22
	59778	6813-91155	11/8/16	FastSpring Software	\$149.85
	59778	7163893493	11/8/16	Staples supplies	\$42.78
	59778	2294639	11/8/16	Amazon supplies	\$25.38
	59778	5745031	11/8/16	Amazon supplies	\$171.84
	59778	380716-952	11/8/16	Best Buy supplies	\$32.87
	59778	046181	11/8/16	Fred Meyer supplies	\$27.26
	59778	2627406	11/8/16	Amazon supplies	\$52.50
	59778	5899454	11/8/16	Amazon supplies	\$107.62
	59778	S5-1302262	11/8/16	Seattle Automotive parts return	\$-109.80
	59778	5093800	11/8/16	Amazon supplies	\$86.56
					Check Total
					\$1,591.86
U.S. Postmaster					
	59779	102116-102716	11/8/16	City Manager Postage	\$0.47
	59779	102116-102716	11/8/16	Clerk Postage	\$29.47
	59779	102116-102716	11/8/16	Finance Postage	\$9.93
	59779	102116-102716	11/8/16	Police Postage	\$0.47
	59779	102116-102716	11/8/16	Planning Postage	\$1.86
	59779	102116-102716	11/8/16	Water Postage	\$144.13
	59779	102116-102716	11/8/16	Sewer Postage	\$131.81
	59779	102816-110316	11/8/16	Clerk Postage	\$47.00
	59779	102816-110316	11/8/16	Finance Postage	\$31.37
	59779	102816-110316	11/8/16	Police Postage	\$27.26
	59779	102816-110316	11/8/16	Planning Postage	\$30.96
	59779	102816-110316	11/8/16	Water Postage	\$4.65
					Check Total
					\$459.38
Western Facilities Supply Inc					
	59780	009578	11/8/16	supplies	\$444.37
					Check Total
					\$444.37
Wetlands Creation Inc					
	59781	Pay Est 3	11/8/16	Blackmans Lk Outlet Improvement Project	\$3,515.64
					Check Total
					\$3,515.64

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Schedule of Checks for the Checks Issued Since the November 1, 2016 Meeting

<i>Name</i>	<i>Check #</i>	<i>Invoice #</i>	<i>Check Date</i>	<i>Description</i>	<i>Amount</i>
Wetlands Creation Inc					
	59782	RET Pay Est 3	11/8/16	Retainage Blackmans Lk Outlet Project	\$185.03
				Check Total	\$185.03
Washington State Dept of Ecology					
	59783	7554	11/8/16	WWOP Certification Renewal - Jackson	\$30.00
				Check Total	\$30.00
Xerox Corporation					
	59784	086861792	11/8/16	#WTM-003709, 092116-102116	\$11.32
	59784	086861789	11/8/16	#XL1-395908, 092116-102116	\$41.47
	59784	086861787	11/8/16	#GNX-216657, 092316-102116	\$63.29
	59784	086861790	11/8/16	#GNX-212028, 092316-102116	\$23.40
	59784	086861791	11/8/16	#XL3-882416, 092116-102116	\$78.04
	59784	086861788	11/8/16	#MX4-332344, 092116-102116	\$482.61
				Check Total	\$700.13
				Batch Total	\$891,943.57
				Total All Batches	\$892,508.61

I hereby certify that the goods and services charged on the vouchers listed below have been furnished to the best of my knowledge. I further certify that the claims below to be valid and correct.

City Treasurer

WE, the undersigned council members of the City of Snohomish, Washington, do hereby certify that the claim warrants #59705 through #59784 in the total of \$892,508.61 through November 8, 2016 are approved for payment on November 15, 2016.

Mayor

Councilmember

Councilmember

Councilmember

CONSENT ITEM 9b

Date: November 15, 2016
To: City Council
From: John Flood, Police Chief
Subject: **Interlocal Agreement for Snohomish Regional Drug and Gang Task Force**

SUMMARY: The purpose of this consent item is to renew the annual contract for continuation of the City of Snohomish's participation in the Snohomish County Regional Drug and Gang Task Force. The City benefits from this program by having 33 specially trained officers and support staff available as well as sophisticated technical expertise to assist with drug interdiction in our community.

BACKGROUND: The Snohomish Regional Drug and Gang Task Force agrees to perform the statement of work indicated in the Task Force Abstract set forth in the application for funding between the State of Washington Department of Commerce and Snohomish County. Therefore each Participating Jurisdiction adopts the following Task Force goals:

- Reduce the number of drug traffickers and gang members in the communities of Snohomish County through professional investigations, apprehension, and conviction.
- Efficiently attack, disrupt, and prosecute individual and organized mid to upper level drug traffickers and street gang members who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable.
- Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information.
- To address these issues with the foremost consideration of safety for both law enforcement and the community.

ANALYSIS: This is a short summary of the differences between the 2016 Snohomish Regional Drug & Gang Task Force ILA and 2017 version:

- Exhibit A has been revised to reflect the personnel assigned by the different agencies.
- Exhibit B has been revised to reflect the current operating budget.
- Exhibit C has been revised to reflect the current population.
- Last year's cost, which is based on a per capita formula, was \$2,496.
- The annual cost for July 01, 2016-September 30, 2017 is \$3,120.

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BUDGETARY IMPACT: The costs of participating in the Task Force in 2017 will require \$624 more than the 2016 costs. Costs will be paid from the City's General Fund and are budgeted for 2017.

STRATEGIC PLAN REFERENCE: Not Applicable

RECOMMENDATION: That the City Council AUTHORIZE the City Manager to sign the Interlocal Agreement renewing the City of Snohomish's 2016-2017 participation in the Snohomish Regional Drug and Gang Task Force.

ATTACHMENT: Snohomish Regional Drug and Gang Task Force Interlocal Agreement

**INTERLOCAL AGREEMENT ESTABLISHING
SNOHOMISH REGIONAL DRUG & GANG TASK FORCE**

This Interlocal Agreement Establishing the Snohomish Regional Drug & Gang Task Force (“Agreement”), is entered into by and among Snohomish County, a political subdivision of the State of Washington, and the following jurisdictions (hereinafter collectively referred to as the “Participating Jurisdictions”):

City of Arlington	City of Mill Creek
City of Bothell	City of Monroe
City of Brier	City of Mountlake Terrace
City of Darrington	City of Mukilteo
City of Edmonds	City of Snohomish
City of Everett	City of Stanwood
City of Gold Bar	City of Sultan
City of Granite Falls	DSHS, Child Protective Services
City of Index	Washington State Patrol
City of Lake Stevens	Snohomish Health District
City of Lake Forest Park	
City of Lynnwood	
City of Marysville	

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WITNESSES THAT:

WHEREAS, the State of Washington Department of Commerce (hereinafter "Commerce"), has received funds from the U.S. Department of Justice under authority of the Anti-Drug Abuse Act of 1988 to provide grants to local units of government for drug law enforcement; and

WHEREAS, eligible applicants include cities, counties and Indian tribes; and

WHEREAS, chapter 39.34 RCW permits one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking that each public agency is authorized by law to perform; and

WHEREAS, Snohomish County and Commerce have entered into a Narcotics Control Grant Contract (hereinafter "Grant Contract") whereby Snohomish County will use specified grant funds solely for a regional task force project consistent with the task force grant application submitted to Commerce on or before July 1, 2016, upon which the Grant Contract is based (by this reference both the Grant Contract and the grant application are incorporated in this agreement as though set forth fully herein); and

WHEREAS, the Participating Jurisdictions recognize the above-mentioned Grant Contract between Commerce and Snohomish County; and

WHEREAS, the Participating Jurisdictions desire to participate as members of the multi-jurisdictional task force with Snohomish County administering task force project grants on their behalf; and

WHEREAS, the Participating Jurisdictions desire to enter into an agreement with Snohomish County to enable Snohomish County to continue to be the receiver of any grant funds related to the task force project; and

WHEREAS, each of the Participating Jurisdictions represented herein is authorized to perform each service contemplated for it herein;

NOW, THEREFORE, in consideration of covenants, conditions, performances and promises hereinafter contained, the parties hereto agree as follows:

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1.0 TASK FORCE CONTINUATION, TERM, AND PURPOSE

- 1.1 The countywide multi-jurisdictional task force, composed of law enforcement, prosecutor, and support personnel, known as the Snohomish Regional Drug & Gang Task Force (hereinafter "Task Force"), was created pursuant to the Interlocal Agreement Among Participating Jurisdictions dated January 18, 1988. The Task Force has operated on a continuous basis since that time under a series of interlocal agreements, the most recent effective from July 1, 2015, through June 30, 2016. This Agreement shall serve to continue the operation of the Task Force.
- 1.2 The term of this Agreement shall be from July 1, 2016, through September 30, 2017, unless earlier terminated or modified as provided in this Agreement.
- 1.3 The purpose of the Task Force is to formally structure and jointly coordinate selected law enforcement activities, resources, and functions in order to disrupt illegal drug trafficking systems and to remove traffickers through a cooperative program of investigation, prosecution, and asset forfeiture. The parties do not intend that this Agreement create a separate legal entity subject to suit.
- 1.4 The Task Force agrees to perform the statement of work indicated in the Task Force Abstract set forth in the application for funding between Commerce and Snohomish County. Therefore each Participating Jurisdiction adopts the following Task Force goals:
 - Reduce the number of drug traffickers and gang members in the communities of Snohomish County through the professional investigation, apprehension and conviction.
 - Efficiently attack, disrupt and prosecute individual and organized mid to upper level drug traffickers and street gang members who do not recognize jurisdictional boundaries or limitations, and by doing so, impact drug trafficking organizations previously impregnable.

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- Enhance drug enforcement cooperation and coordination through multi-agency investigations, training of local jurisdictions and the sharing of resources and information.
 - To address these issues with the foremost consideration of safety for both law enforcement and the community.
- 1.5 The Task Force will follow a management system for the shared coordination and direction of personnel as well as financial, equipment and technical resources as stated in this Agreement.
- 1.6 The Task Force will implement operations, including:
- a. Development of intelligence
 - b. Target identification
 - c. Investigation
 - d. Arrest of Suspects
 - e. Successful prosecution of offenders, and
 - f. Asset forfeiture/disposition
- 1.7 The Task Force shall evaluate and report on Task Force performance to Commerce as required in the Grant Contract.

2.0 ORGANIZATION

- 2.1 Exhibit "D", incorporated herein by this reference, sets forth the organization of the Task Force.
- 2.2 The Task Force Executive Board shall be comprised of the Snohomish County Prosecuting Attorney, the Snohomish County Sheriff, the Everett Police Chief, the Everett City Attorney, and one (1) chief of police from the remaining Participating Jurisdictions chosen by the chiefs of police of the remaining Participating Jurisdictions. The Snohomish County Sheriff shall serve as Chair of the Executive Board. The Task Force Executive Board may adopt bylaws providing for appointment of alternates to attend Executive Board meetings in the absence of members. At such meetings the alternate shall have the same

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rights as the appointing member. Any action taken by the Task Force Executive Board under this Agreement shall be based on a majority vote.

- 2.3 Personnel assigned to the Task Force shall be directed in their Task Force duties by the Snohomish County Sheriff's Office (SCSO) through the Task Force Commander. The Task Force Commander will be an employee of Snohomish County for all purposes and, if not a regular SCSO deputy, will hold a special commission for that purpose.
- 2.4 Exhibit "A", incorporated herein by this reference, sets forth the personnel currently assigned to the Task Force by each Participating Jurisdiction. Nothing in this Agreement shall restrict the ability of the Snohomish County Prosecuting Attorney, Snohomish County Sheriff, Everett Police Chief, or chief law enforcement officer of any Participating Jurisdiction to reassign personnel now or later assigned to the Task Force.
- 2.5 Participating Jurisdiction Employees: Personnel assigned to the Task Force by Participating Jurisdiction shall be considered employees of that Participating Jurisdiction. All rights, duties, and obligations of the employer and the employee shall remain with that individual jurisdiction. Each Participating Jurisdiction shall be responsible for ensuring compliance with all applicable laws, collective bargaining agreements, and/or civil service rules and regulations, with regard to its employees.

3.0 FINANCING

- 3.1 Exhibit "B", incorporated herein by reference, sets forth the estimated Task Force Grant Contract budget. Participating Jurisdictions agree to provide funds that in the aggregate will allow for at least a one-third match of the funds awarded under the Grant Contract ("Local Match").
- 3.2 Exhibit "C", incorporated herein by reference, sets forth the Local Match breakdown for the period from July 1, 2016, to September 30, 2017. Although State and/or Federal Grant funds may vary from the amount initially requested,

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each Participating Jurisdiction agrees to provide funding that is no less than the amount indicated in Exhibit “C”, and to pay its funding share to Snohomish County as administrator of Task Force funds promptly upon request.

- 3.3 As required by the Grant Contract, each Participating Jurisdiction agrees that the funding it contributes shall be provided in addition to that currently appropriated to narcotics enforcement activities and that no Task Force activity will supplant or replace any existing narcotic enforcement activities.
- 3.4 Except as modified by section 5.3 below, all revenues collected or generated by or for the Task Force shall be forwarded to the Snohomish County Treasurer and placed in a designated special account for the purpose of supporting Task Force operations, and all real or personal property of the Task Force will be held in Snohomish County’s name for the benefit of the Task Force.
- 3.5 Upon termination of the Task Force, all funds remaining in said special account shall be disbursed pro rata to the then-current Participating Jurisdictions in proportion to the percentage of their most recent contribution to the Local Match indicated in Exhibit “C”.

4.0 GENERAL ADMINISTRATION

- 4.1 Snohomish County agrees to provide Commerce with the necessary documentation to receive grant funds.
- 4.2 By executing this Agreement, each Participating Jurisdiction agrees to make any certified assurances required by the Grant Contract that are within its particular control, and agrees to make all its records related to the Task Force available for inspection consistent with the Grant Contract.
- 4.3 All Task Force contracts and agreements executed on behalf of Participating Jurisdictions under this Agreement must first be approved on motion of the Task Force Executive Board. By executing this Agreement, each Participating Jurisdiction agrees that, for the purpose of administering the assets and

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resources available to the Task Force, Snohomish County is hereby granted the authority to execute on behalf of the Participating Jurisdictions all agreements and contracts signed as approved by the Task Force Executive Board, by and through its Chair, including but not limited to all contracts for professional services. Agreements and contracts executed in this manner shall have the same legal effect as if they were executed by each Participating Jurisdiction. No such agreement or contract may impose or waive liability with respect to a Participating Jurisdiction in a manner that is inconsistent with the hold harmless provision in section 10.0 of this Agreement.

- 4.4 Any dispute arising under this Agreement will be forwarded to the Task Force Executive Board for arbitration. The determination made by the Executive Board shall be final and conclusive as between the parties. This provision shall not apply to issues of indemnity and liability governed by the hold harmless provision in section 10.0 of this Agreement.

5.0 ASSET FORFEITURE

- 5.1 The Participating Jurisdictions shall refer all potential asset forfeitures initiated or investigated by officers assigned to the Task Force during the pendency of this Agreement to the Task Force for disposition at the discretion of the Task Force Executive Board or prosecuting authority (Prosecuting Attorney or United States Attorney). Any such referred asset forfeiture that is pursued in state court will be prosecuted in the name of Snohomish County on behalf of the Task Force and its Participating Jurisdictions.
- 5.2 The Task Force Commander, under the direction of the Task Force Executive Board, shall manage the acquisition and disposition of assets seized or forfeited as a result of this Agreement in compliance with law and Task Force procedures.
- 5.3 A portion of the net monetary proceeds of each asset forfeiture made by the Task Force shall be distributed to the involved investigating agencies

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commensurate with their participation as determined by prior agreement between the Task Force Commander and said agencies, or in the absence of such agreement, by the Task Force Executive Board, prior to dedication of the remaining proceeds to the Task Force as specified in section 3.4. As long as the personnel assignments stated in Exhibit "A" remain unchanged, distributions to Snohomish County and the City of Everett under this subparagraph shall be 40 percent each of the net monetary proceeds remaining after distributions under this subparagraph to Participating Jurisdictions other than Snohomish County and the City of Everett. If assignments change from those stated in Exhibit "A", the Task Force Executive Board may modify the relative percentage allocations to Snohomish County and the City of Everett on a case-by-case or permanent basis. For purposes of this subparagraph, the term "net monetary proceeds" means cash proceeds realized from property forfeited during the term of this Agreement that is not retained for use by the Task Force after deducting all costs and expenses incurred in its acquisition, including but not limited to the cost of satisfying any bona fide security interest to which the property may be subject at the time of seizure, the cost of sale in the case of sold property (including reasonable fees or commissions paid to independent selling agencies), amounts paid to satisfy a landlord's claim for damages, and the amount of proceeds (typically ten percent) payable to the State of Washington under RCW 69.50.505(9) or similar law.

- 5.4 The Task Force may retain funds in an amount up to \$250,000.00 from the net proceeds of vehicle seizures for the purchase of Task Force vehicles and related fleet costs.
- 5.5 Any Participating Jurisdiction receiving a distribution of assets forfeited under RCW 69.50.505 shall use such assets in accordance with RCW 69.50.505(10), which limits use to the expansion and improvement of controlled substances related law enforcement activity and prohibits use to supplant preexisting funding sources.

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- 5.6 Upon termination of the Task Force, the Task Force Executive Board shall dispose of the Task Force's interest in assets seized or forfeited as a result of this Agreement in accordance with applicable federal, state and county requirements, and shall distribute proceeds in accordance with sections 5.3 and 3.5.

6.0 ACQUISITION AND USE OF EQUIPMENT

- 6.1 For purposes of this Agreement, the term "Equipment" shall refer to all personal property used by the Task Force in performing its purpose and function, including but not limited to: materials, tools, machinery, equipment, vehicles, supplies, and facilities.
- 6.2 In the event that any Equipment is acquired with grant funds, the Participating Jurisdictions agree that the Task Force will use that equipment only for specified law enforcement purposes for the term of the grant.
- 6.3 Personnel assigned to the Task Force may use Equipment that is provided or acquired for Task Force purposes as directed by the Task Force Commander.
- 6.4 Upon termination of the Task Force, any Equipment provided to the Task Force by a Participating Jurisdiction will be returned to that jurisdiction.
- 6.5 Upon termination of the Task Force, the Task Force Executive Board shall dispose of all acquired equipment in accordance with applicable federal, state and county requirements, and shall distribute proceeds in accordance with section 3.5.

7.0 MODIFICATION

Participating Jurisdictions reserve the right to amend this Agreement in the future from time to time as may be mutually agreed upon. No such amendment shall be effective unless written and signed by all then-contributing jurisdictions with the same formality as this Agreement.

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8.0 NONDISCRIMINATION PROVISION

There shall be no discrimination against any employee who is paid by the grant funds or against any applicant for such employment because of race, color, religion, handicap, marital status, political affiliation, sex, age, or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training.

9.0 TERMINATION OF AGREEMENT

9.1 Notwithstanding any provisions of this Agreement, any party may withdraw from the Agreement as it pertains to it by providing written notice of such withdrawal to all other parties, specifying the effective date thereof at least thirty (30) days prior to such date. A withdrawing party may take with it any Equipment it has provided to the Task Force, and shall be entitled to distributions under section 5.3 of this Agreement with respect to asset forfeitures initiated before the effective date of withdrawal.

9.2 If there is a reduction in funds by the source of those funds, and if such funds are the basis of this Agreement, Snohomish County may unilaterally terminate all or part of the Agreement, or may reduce its scope of work and budget.

10.0 HOLD HARMLESS

Each party hereto agrees to save, indemnify, defend and hold the other parties harmless from any allegations, complaints, or claims of wrongful and/or negligent acts or omissions, by said party and/or its officers, agents, or employees to the fullest extent allowed by law. In the case of allegations, complaints, or claims against more than one party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each party, and each party shall have the right to seek contribution from each of the other parties in proportion to the percentage of fault attributable to each of the other parties. Moreover, the parties agree to cooperate and jointly defend

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any such matter to the extent allowed by law. An agency that has withdrawn assumes no responsibility for the actions of the remaining members arising after the date of withdrawal, but shall remain liable for claims of loss or liability arising prior to the effective date of withdrawal.

11.0 GOVERNING LAW AND VENUE

This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Washington without reference to choice of law principles, and venue of any suit between the parties arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.

12.0 INTEGRATION

With the exception of necessary operational agreements between law enforcement agencies of the Participating Jurisdictions and agreements pursuant to section 5.3 hereof, this Agreement constitutes the whole and entire agreement among those parties as to the Task Force and no other understandings, oral, or otherwise, regarding the Task Force shall be deemed to exist or bind the parties.

13.0 EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS

This Agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this Agreement, the Agreement, once filed as specified in section 15.0, shall be effective as between the parties that have executed the Agreement to the same extent as if no other parties had been named.

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14.0 SEVERABILITY

If any part of this Agreement is unenforceable for any reason the remainder of the Agreement shall remain in full force and effect.

15.0 POSTING/RECORDING

This Agreement will be filed with the Snohomish County Auditor or posted on the County's or Participating Jurisdiction's interlocal agreements webpage, in compliance with RCW 39.34.040.

In witness whereof, the parties have executed this Agreement.

THE COUNTY:

Snohomish County, a political subdivision
of the State of Washington

By _____
Name: _____
Title: _____

Approved as to Form:

 7/18/16
Deputy Prosecuting Attorney

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EXHIBIT A

Snohomish Regional Drug & Gang Task Force

Personnel Assigned by Jurisdiction
July 1, 2016 through September 30, 2017

EVERETT POLICE DEPARTMENT

1 Lieutenant
1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Support Personnel

FUNDING

Everett PD
Everett PD
Everett PD
Everett PD
Everett PD
Everett PD
Everett PD
Everett PD
Everett PD
Everett PD

VACANT

VACANT

SNOHOMISH COUNTY SHERIFF'S OFFICE

1 Task Force Commander
1 Lieutenant
1 Sergeant
1 Sergeant
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Detective
1 Information Deputy
1 K9 Detective
1 Support Staff

FUNDING

Justice Assistance Grant
Snohomish County Sheriff
Justice Assistance Grant
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff
Snohomish County Sheriff

VACANT

SNOHOMISH HEALTH DISTRICT

1 Local Health Officer

FUNDING

Snohomish Health District

SNOHOMISH COUNTY PROSECUTOR'S OFFICE

1 Deputy Prosecutor
1 Support Staff

FUNDING

Seizure Funding
Seizure Funding

STATE OF WASHINGTON

1 Detective
1 Case Worker
1 Agent

FUNDING

Washington State Patrol
DSHS, Child Protective Services
Department of Corrections

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WA STATE GAMBLING COMMISSION

1 Agent

FUNDING

Washington State

VACANT

NATIONAL GUARD

1 Intelligence Analyst

FUNDING

Washington National Guard

VACANT

BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES

1 Agent

FUNDING

ATF

VACANT

DRUG ENFORCEMENT AGENCY

1 Agent

FUNDING

Drug Enforcement Agency

VACANT

INTERNAL REVENUE SERVICE

1 Agent

FUNDING

Internal Revenue Service

VACANT

ICE / H.S.I.

2 Agent

FUNDING

Immigration And Customs Enforcement

NAVAL CRIMINAL INTELLIGENCE SERVICE

1 Agent

FUNDING

NCIS

VACANT

FEDERAL BUREAU OF INVESTIGATIONS

1 Agent

FUNDING

FBI

EXHIBIT B

Snohomish Regional Drug & Gang Task Force

Byrne/JAG Grant Estimated Operating Budget for July 1, 2016 through September 30, 2017

	<u>FEDERAL FUNDS</u>	<u>LOCAL MATCH</u>	<u>TOTAL</u>
Salaries	111,500	192,856	324,356
Benefits	21,500	58,600	60,100
Contracted Services	0	0	0
Goods and Services	0	0	0
Travel	0	0	0
Training	0	0	0
Equipment	0	0	0
Confidential Funds	0	0	0
TOTALS	\$133,000	\$251,456	\$384,456

Interlocal Agreement Establishing
Snohomish Regional Drug & Gang Task Force

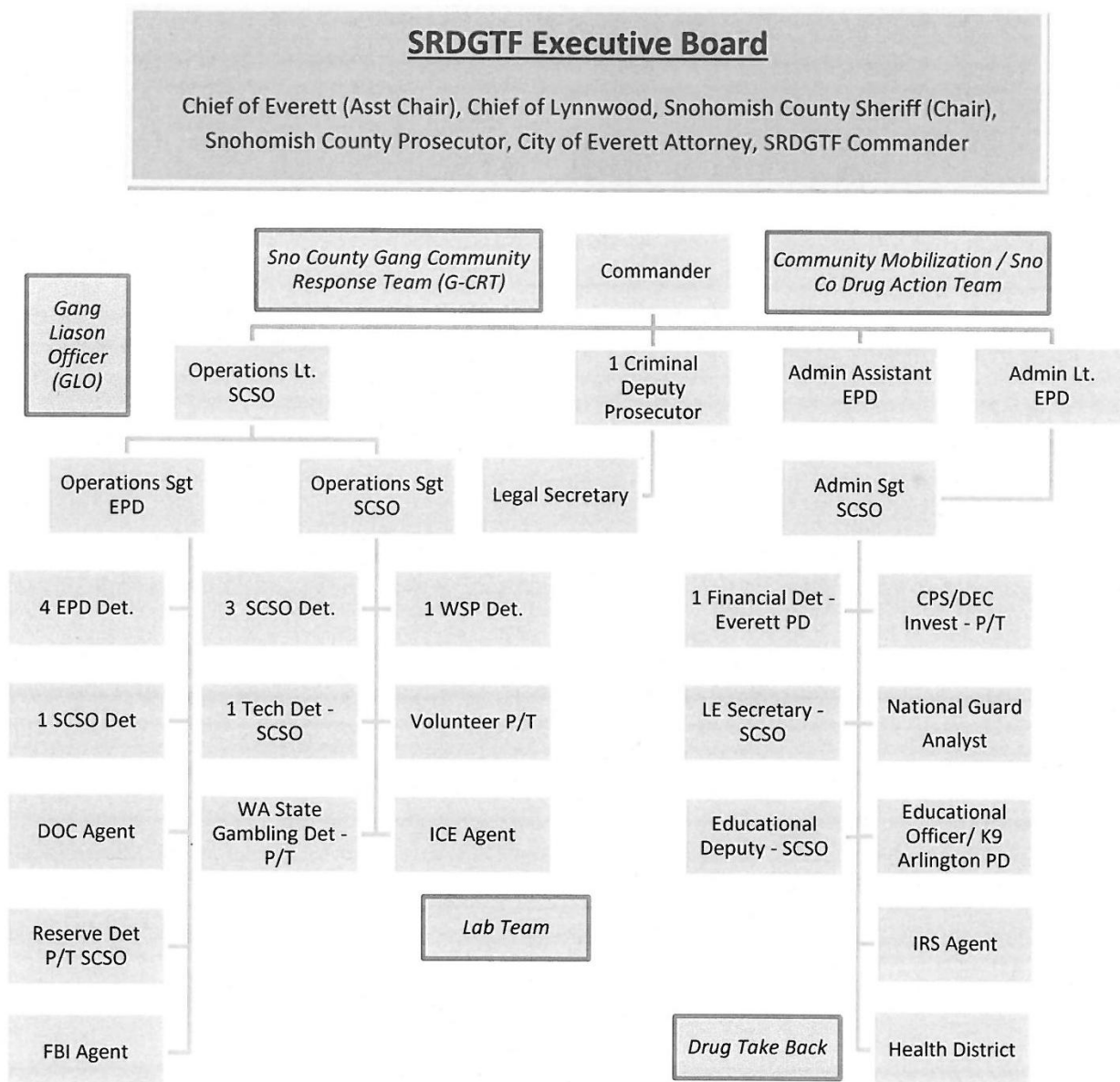
EXHIBIT C**Snohomish Regional Drug & Gang Task Force**

Local Contributions for July 1, 2016 through September 30, 2017

JURISDICTION	POPULATION	2016 BRIDGE AMOUNT	OCT 2016- SEPT 2017 AMOUNT	CONTRACT GRAND TOTAL
Arlington	18,490	\$ 1,230	\$ 4,918	\$ 6,148
Bothell	17,230	\$ 1,146	\$ 4,583	\$ 5,729
Brier	6,500	\$ 432	\$ 1,729	\$ 2,161
Darrington	1,350	\$ 90	\$ 359	\$ 449
Edmonds	40,490	\$ 2,693	\$ 10,770	\$ 13,463
Everett	105,800	\$ 7,036	\$ 28,142	\$ 35,178
Gold Bar	2,115	\$ 141	\$ 563	\$ 704
Granite Falls	3,390	\$ 226	\$ 902	\$ 1,128
Index	160	\$ 11	\$ 43	\$ 54
Lake Stevens	29,900	\$ 1,988	\$ 7,953	\$ 9,941
Lake Forest Park	-	\$ -	\$ -	\$ -
Lynnwood	36,420	\$ 2,422	\$ 9,687	\$ 12,109
Marysville	64,140	\$ 4,265	\$ 17,061	\$ 21,326
Mill Creek	19,760	\$ 1,314	\$ 5,256	\$ 6,570
Monroe	17,620	\$ 1,172	\$ 4,687	\$ 5,859
Mountlake Terrace	21,090	\$ 1,403	\$ 5,610	\$ 7,013
Mukilteo	20,900	\$ 1,390	\$ 5,559	\$ 6,949
Snohomish	9,385	\$ 624	\$ 2,496	\$ 3,120
Snohomish County	330,260	\$ 21,962	\$ 87,847	\$ 109,809
Stanwood	6,585	\$ 438	\$ 1,752	\$ 2,190
Sultan	4,680	\$ 311	\$ 1,245	\$ 1,556
DSHS, CPS	-	\$ -	\$ -	\$ -
Snohomish Health District	-	\$ -	\$ -	\$ -
Washington State Patrol	-	\$ -	\$ -	\$ -
PARTICIPATING JURISDICTIONS' TOTALS:		\$ 50,294	\$ 201,162	\$ 251,456

Interlocal Agreement Establishing
Snohomish Regional Drug & Gang Task Force

EXHIBIT D



CONSENT ITEM 9b

CONSENT ITEM 9c

Date: November 15, 2016

To: City Council

From: Larry Bauman, City Manager

Subject: **Renewal of Interlocal Agreement with Yakima County for Jail Services**

SUMMARY: The purpose of this agenda item is for the City Council to authorize the City Manager to execute an addendum for 2017 revised jail fees for the interlocal agreement with Yakima County for jail services.

BACKGROUND: In August of 2014, the City Council initially authorized the City Manager to execute an interlocal agreement with Yakima County for jail services. This agreement has been renewed annually since that time but without any change in fees. The agreement has been put into place for housing inmates who are convicted and sentenced to terms of at least five days. Yakima County was selected as offering the best options for cost of daily jail rates and for provision of transportation services that are required to pick up and deliver those prisoners to their jail from Snohomish County. The current action before Council is to consider an addendum for new fees (see Attachment) and extending the interlocal agreement until December 31, 2017.

Cities are required to pay for the costs of jailing the defendants who are sentenced for misdemeanor or gross misdemeanor crimes prosecuted by the cities. The City of Snohomish currently contracts with Snohomish County for most jail services. The Snohomish County 2014 daily housing rate had been set at \$66.63 per day. However, the County determined that additional human resources were needed to manage the jail, and special attention has been given to improving facilities and staffing for prisoners with special medical needs, including severe withdrawal from drug addictions, as well as those inmates needing separate mental health housing. The Snohomish County jail rates for 2015-2017 were set and scheduled as follows:

Housing Area	2015 Daily Rate	2016 Daily Rate	2017 Daily Rate
General Population	\$84.00	\$88.50	\$93.50
Medical and Specialty Housing	\$132.50	\$140.00	\$147.25
Mental Health Housing	\$201.00	\$212.00	\$223.25

ANALYSIS: At this point, the City has transported fewer sentenced inmates to Yakima County than has been expected, though it remains an option for longer term jail sentences. In fact, no inmates have been transferred to Yakima so far during 2016. Police Chief John Flood continues to explore how we may be able to increase the use of Yakima County to reduce overall jail costs. Every individual arrested and booked into Snohomish County Corrections is monitored and evaluated, by Snohomish Police staff, for possible financial savings utilizing the Yakima County jail. The interlocal for use of the Yakima County jail is an option staff requests be continued.

CONSENT ITEM 9c

Yakima County has invested significant resources into expanding jail capacity in order to serve mostly western Washington cities. Yakima County currently continues to show excess capacity at its primary jail facility, which has a 950 prisoner capacity. In addition to this facility, Yakima County has another jail with capacity for 288 prisoners daily, and this facility is currently closed but ready to be reopened as demands may dictate. The proposed renewal agreement with Yakima County would increase daily rates by \$2.45 per day. As a result, Yakima County rates for all prisoners, including most prisoners with medical issues, would continue to be low relative to the Snohomish County rates. The Yakima County 2016 and 2017 rates are:

Monthly Average Daily Population (MADP)	2016 Daily Rate Per Inmate	2017 Daily Rate Per Inmate
151 - above	\$48.75	\$51.20
126-150	\$49.75	\$52.20
101-125	\$50.75	\$53.20
76-100	\$51.75	\$54.20
51-75	\$52.75	\$55.20
26-50	\$53.75	\$56.20
0-25	\$54.75	\$57.20

Staff expects the daily jail services cost savings in 2017 for use of Yakima County jail facilities, if utilized, would range from \$36.30 to \$166.05 per prisoner per day depending on the medical evaluations for comparable Snohomish County rates. One significant cost advantage of the Yakima County jail services is that the cost of transporting City prisoners to and from their facility is included in the daily rates. Medical services to prisoners in the Yakima County jail are also provided with additional cost of a \$10 co-pay (indigent prisoners are exempted from the co-pay requirement). However, if a prisoner requires medical services at clinics or hospital rooms outside of the Yakima County jail, the City would be directly responsible for those additional costs. Our intention would be to not transfer prisoners to Yakima County if they have known medical issues that would require outside services.

BUDGETARY IMPACTS: Unknown at this time.

STRATEGIC PLAN REFERENCE: Not applicable

RECOMMENDATION: That the City Council **AUTHORIZE** the City Manager to execute the addendum with new fees for an interlocal agreement with Yakima County for Inmate Housing in 2017.

ATTACHMENT: 2017 Interlocal Addendum with Yakima County for Inmate Housing

CONSENT ITEM 9c

Inmate Housing Agreement Addendum

This Agreement Addendum is made and entered into between the **CITY OF SNOHOMISH**, a municipal corporation with its principal offices at 116 Union Avenue, Snohomish, WA 98290 and **YAKIMA COUNTY DEPT. OF CORRECTIONS** located at 111 North Front Street, Yakima WA 98901.

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Inmate Housing Agreement executed on September 9th, 2014 shall be amended as follows:

1. Section 26: **Duration of Agreement** shall be amended effective January 1, 2017 through December 31, 2017. This agreement is subject to earlier termination as provided under Section 30 of the original agreement and may be renewed for successive periods by written addendum under such terms and conditions as the parties determine.
2. **Compensation (BED RATES):** In consideration of Yakima County's commitment to house City Inmates, the City shall pay the County based on the Monthly Average Daily Population (MADP) sliding scale:

<i>Monthly Average Daily Population (MADP)</i>	<i>Daily Rate Per Inmate</i>
151 – above	\$51.20
126-150	\$52.20
101-125	\$53.20
76-100	\$54.20
51-75	\$55.20
26-50	\$56.20
0-25	\$57.20

Except as expressly provided in this Agreement Addendum, all other terms and conditions of the original agreement shall remain in full force and effect.

Executed this _____ day of _____ 2016.

City of Snohomish

ATTEST:

City Mayor/Manager

By: City Clerk

Approved as to Form:

City Attorney

CONSENT ITEM 9c

Yakima Board of County Commissioners

Michael D. Leita, Chairman

Kevin J. Bouchey, Commissioner

J. Rand Elliott, Commissioner
*Constituting the Board of County Commissioners
for Yakima County, Washington*

ATTEST:

Tiera Girard, Clerk of the Board

Approved as to Form:

Senior Deputy Prosecuting Attorney